

University of Houston Systems
Fiscal 2024 - 2025 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
1	Fri	05/24/2024	FY24	M. Busch	Biweekly Final Payroll for B052124 (Pay End Date 05/21/2024)	PS HRMS					
2	Fri	05/24/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
3	Tue	05/28/2024	FY24	M. Busch	Off-Cycle Payroll BF052824 & MF052824	PS HRMS					
4	Wed	05/29/2024	FY24	M. Busch	Absences are finalized at 12:00 for B060424 week 1	PS HRMS					
5	Fri	05/31/2024	FY24	Payroll	Payday for B052124	PS HRMS					
6	Fri	05/31/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
7	Mon	06/03/2024	FY24	Payroll	Payday for M053124, BF052824 & MF052824	Payroll					
8	Mon	06/03/2024	FY24/25*	College/Division Administrator	Annual HR Security Access Audit Report is printed by College/Division Administrators to verify department users' access (all campuses)	PS HRMS					
9	Mon	06/03/2024	FY24	M. Busch	Payroll Leave Accrual	Payroll					
10	Mon	06/03/2024	FY24/25*	A. Hoang	Annual Finance Security Access Spreadsheet and Finance Access Confirmation form to College/Division Administrators to verify department users accesses (UH and UHS only)	PS GL		N/A	N/A		N/A
11	Wed	06/05/2024	FY24	M. Busch	Absences are finalized at 12:00 for B060424 week 2	PS HRMS					
12	Thu	06/06/2024	FY24	M. Busch	Biweekly Trial Payroll for B060424	PS HRMS					
13	Fri	06/07/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
14	Fri	06/07/2024	FY24	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL					
15	Mon	06/10/2024	FY24	M. Busch	Biweekly Final Payroll for B060424 (Pay End Date 06/04/2024)	PS HRMS					
16	Tue	06/11/2024	FY24	M. Busch	Off-Cycle Payroll BF061124 & MF061124	PS HRMS					
17	Tue	06/11/2024	FY24	M. Busch	Absences are finalized at 12:00 for M063024	PS HRMS					
18	Wed	06/12/2024	FY24	M. Busch	Absences are finalized at 12:00 for B061824 week 1	PS HRMS					
19	Thu	06/13/2024	FY24	M. Busch	Monthly Trial Payroll for M063024	PS HRMS					
20	Fri	06/14/2024	FY24	Payroll	Payday for B060424	Payroll					

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							UH	UHCL	UHD	UHS	UHV
21	Fri	06/14/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
22	Mon	06/17/2024	FY24	Payroll	Payday for BF061124 & MF061124	Payroll					
23	Mon	06/17/2024	FY24	M. Busch	Monthly Final Payroll for M063024	PS HRMS					
24	Wed	06/19/2024	FY24	M. Busch	Absences are finalized at 12:00 for B061824 week 2	PS HRMS					
25	Thu	06/20/2024	FY24	M. Busch	Biweekly Trial Payroll for B061824	PS HRMS					
26	Fri	06/21/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
27	Fri	06/21/2024	FY25*	Budget Offices	Review and finalize all FY25 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
28	Fri	06/21/2024	FY24/25*	A. Hoang/ UH, UHCL, UHD, UHV Student Accounting	Start the FYE Daily Student Feed to switch all BP2025 revenue SF transactions to Deferred Income (22100) and BP2025 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2024 date.	PS GL					
29	Mon	06/24/2024	FY24	M. Busch	Biweekly Final Payroll for B061824 (Pay End Date 06/18/2024)	PS HRMS					
30	Tue	06/25/2024	FY24	M. Busch	Off-Cycle Payroll BF062524 & MF062524	PS HRMS					
31	Wed	06/26/2024	FY24	M. Busch	Absences are finalized at 12:00 for B070224 week 1	PS HRMS					
32	Fri	06/28/2024	FY24	Payroll	Payday for B061824	Payroll					
33	Fri	06/28/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
34	Fri	06/28/2024	FY24/25*	A. Hoang	College/Division save Signed Finance Access Confirmation Form to the Key Dates SharePoint folder and send access updates request (if any) to Finance Security Administrator (A. Hoang & Frank Pham) at finsys@central.uh.edu. UH and UHS only.	PS GL		N/A	N/A		N/A
35	Fri	06/28/2024	FY25*	L. Skweres-Fluharty/ Budget Office	Create new cost center for Federal College Work Study; Add New Federal College Work Study project ID in UCI/WCI tree in GL. Send new Federal College Work Study cost center to HR.	PS GL					
36	Mon	07/01/2024	FY24	Payroll	Payday for M063024, BF062524 & MF062524	Payroll					
37	Mon	07/01/2024	FY24	M. Busch	Payroll Leave Accrual	Payroll					
38	Mon	07/01/2024	FY24	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS					
39	Wed	07/03/2024	FY24	HR Office - Benefits	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					

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							UH	UHCL	UHD	UHS	UHV
40	Wed	07/03/2024	FY24	M. Busch	Absences are finalized at 12:00 for B070224 week 2	PS HRMS					
41	Fri	07/05/2024	FY25*	A. Hoang	Load FY25 Non Salary and Wages budget journals obtained from Hyperion feed files for UHD ONLY.	PS GL	N/A	N/A		N/A	N/A
42	Fri	07/05/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Salary & Wages Budget Journals obtained from Hyperion feed files for UHD ONLY.	BDM	N/A	N/A		N/A	N/A
43	Fri	07/05/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHD ONLY	Budget Office	N/A	N/A		N/A	N/A
44	Fri	07/05/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHD ONLY	Budget Office	N/A	N/A		N/A	N/A
45	Fri	07/05/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
46	Fri	07/05/2024	FY24	M. Busch	Biweekly Trial Payroll for B070224	Payroll					
47	Sun	07/07/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
48	Mon	07/08/2024	FY24	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL					
49	Mon	07/08/2024	FY24	M. Busch	Biweekly Final Payroll for B070224 (Pay End Date 07/02/2024)	PS HRMS					
50	Mon	07/08/2024	FY25*	A. Hoang	Open FY25 Accounting period 1 for GL, PO, Req. for UHD ONLY to allow encumbrance processing for PO and Req. in FY25.	PS GL	N/A	N/A		N/A	N/A
51	Mon	07/08/2024	FY25*	A. Hoang	Open FY2025 Accounting period 1 AP for UHD.	PS GL	N/A	N/A		N/A	N/A
52	Tue	07/09/2024	FY24	M. Busch	Off-Cycle Payroll BF070924 & MF070924	PS HRMS					
53	Wed	07/10/2024	FY24	M. Busch	Absences are finalized at 12:00 for B071624 week 1	PS HRMS					
54	Fri	07/12/2024	FY24	Payroll	Payday for B070224	PS HRMS					
55	Fri	07/12/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
56	Fri	07/12/2024	FY24	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL					
57	Sun	07/14/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
58	Mon	07/15/2024	FY24	Payroll	Payday for MF070924 & BF070924	PS HRMS					

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							UH	UHCL	UHD	UHS	UHV
59	Wed	07/17/2024	FY24	M. Busch	Absences are finalized at 12:00 for B071624 week 2	PS HRMS					
60	Wed	07/17/2024	FY25*	A. Hoang	Load FY25 Non Salary and Wages budget journals obtained from Hyperion feed files for UHV and UHCL ONLY.	PS GL	N/A	N/A	N/A	N/A	
61	Wed	07/17/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Salary & Wages Budget Journals obtained from Hyperion feed files for UHV and UHCL ONLY.	BDM	N/A	N/A	N/A	N/A	
62	Thu	07/18/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHV and UHCL ONLY.	Budget Office	N/A	N/A	N/A	N/A	
63	Thu	07/18/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Salary & Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHV and UHCL ONLY.	Budget Office	N/A	N/A	N/A	N/A	
64	Thu	07/18/2024	FY24	M. Busch	Biweekly Trial Payroll for B071624	PS HRMS					
65	Fri	07/19/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
66	Fri	07/19/2024	FY25*	A. Hoang	Open FY25 Accounting period 1 for GL, PO, Req. for UHV and UHCL ONLY to allow encumbrance processing for PO and Req. in FY25.	PS GL	N/A	N/A	N/A	N/A	
67	Sun	07/21/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
68	Mon	07/22/2024	FY24	M. Busch	Biweekly Final Payroll for B071624 (Pay End Date 07/16/2024)	PS HRMS					
69	Tue	07/23/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL		N/A	N/A		N/A
70	Tue	07/23/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	BDM		N/A	N/A		N/A
71	Tue	07/23/2024	FY24	M. Busch	Absences are finalized at 12:00 for M073124	PS HRMS					
72	Wed	07/24/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UH and UHS.	Budget Office		N/A	N/A		N/A
73	Wed	07/24/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UH and UHS.	Budget Office		N/A	N/A		N/A
74	Wed	07/24/2024	FY24	M. Busch	Absences are finalized at 12:00 for B073024 week 1	PS HRMS					
75	Wed	07/24/2024	FY24	M. Busch	Monthly Trial Payroll for M073124	PS HRMS					
76	Thu	07/25/2024	FY24/25*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL		N/A	N/A		N/A
77	Thu	07/25/2024	FY24	M. Busch	Monthly Final Payroll for M073124	PS HRMS					

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78	Fri	07/26/2024	FY25*	A. Hoang	Open FY25 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY25.	PS GL		N/A	N/A		N/A
79	Fri	07/26/2024	FY25*	M. Kirshner/ Financial Systems	Load FY25 account code table (as of effective date 09/01/2024) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY25 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY25 Salary & wages budgets are loaded correctly.	PS HRMS					
80	Fri	07/26/2024	FY25*	Michael Burns	Extract from Hyperion Budget Module FY25 positions funding information and send to PS HRMS department budget staging table. For all campuses.	BDM					
81	Fri	07/26/2024	FY25*	HR Office/ M. Kirshner	Load FY25 positions funding information from Hyperion Budget Module to HRMS department budget staging table for Budget office to review and approve. For all campuses.	PS HRMS					
82	Fri	07/26/2024	FY25*	Michael Burns	Extract from Hyperion Budget Module FY25 pay rates data to load to staging table in HRMS for HR offices to review and approve. For all campuses.	BDM					
83	Fri	07/26/2024	FY24	Payroll	Payday for B071624	Payroll					
84	Fri	07/26/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
85	Fri	07/26/2024	FY24	M. Busch	Off-Cycle Payroll BF072624 & MF072624	Payroll					
86	Sun	07/28/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
87	Mon	07/29/2024	FY25*	HR Office/ M. Kirshner	Load FY25 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS					
88	Mon	07/29/2024	FY25*	Budget Office	Start reviewing FY25 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					
89	Mon	07/29/2024	FY25*	HR Office/ M. Kirshner	Human Resources review and update FY25 pay rates in Job Data Staging Table for all campuses.	HR Office					
90	Wed	07/31/2024	FY24	M. Busch	Absences are finalized at 12:00 for B073024 week 2	PS HRMS					
91	Thu	08/01/2024	FY24	Payroll	Payday for M073124, MF072624 & BF072624	Payroll					
92	Thu	08/01/2024	FY24	M. Busch	Biweekly Trial Payroll for B073024	PS HRMS					
93	Fri	08/02/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
94	Sun	08/04/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
95	Mon	08/05/2024	FY24	M. Busch	Biweekly Final Payroll for B073024 (Pay End Date 07/30/2024, Payday 08/09/2024)	Payroll					
96	Mon	08/05/2024	FY24/25*	College/Division Administrator	College/Division return HR Security Access Audit Report with confirmation of the review, updates and for only UH&UHS save signed report to the Key Dates SharePoint folder. Contact: HR Security Administrator (Malka Kirshner) all campuses.	PS HRMS					

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							UH	UHCL	UHD	UHS	UHV
97	Tue	08/06/2024	FY24	M. Busch	Payroll Leave Accrual	PS HRMS					
98	Tue	08/06/2024	FY24	M. Busch	Off-Cycle Payroll MF080624 & BF080624	PS HRMS					
99	Wed	08/07/2024	FY24	Campus Dept	Last day to Initiate ePRF Forms for FY24 Positions. All campuses.	PS HRMS					
100	Wed	08/07/2024	FY25*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS					
101	Wed	08/07/2024	FY24	M. Busch	Absences are finalized at 12:00 for B081324 week 1	PS HRMS					
102	Thu	08/08/2024	FY24	HR Office - Benefits	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
103	Fri	08/09/2024	FY24*	C. Rodriguez/ A. Hoang	TXU (all Campuses), Adroit (UH,UHS), Concur (for travel card payment) last feed for FY2024. Hold all future feed files received in August until Sep 2024 FY2025. (Note that Budget Reference must be changed to BP2025 for FY2025 feeds for TXU, Adroit)	PS GL					
104	Fri	08/09/2024	FY24*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroit and Postal Services.	PS GL					
105	Fri	08/09/2024	FY24*	A. Hoang	Create FY24 telephone zero encumbrance transactions for DTN. Note: Verify August telephone charge is fed prior to this job. Verify transactions after expense feed and prior to closing.	PS GL	N/A	N/A		N/A	N/A
106	Fri	08/09/2024	FY25*	HR Office/ UH Budget Office /M. Kirshner	Load position funding information to PS HRMS from Hyperion Budget Module for all campuses. (note: FY25 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM					
107	Fri	08/09/2024	FY24	Payroll	Payday for B073024	Payroll					
108	Fri	08/09/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
109	Sun	08/11/2024	FY24*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL		N/A	N/A		N/A
110	Mon	08/12/2024	FY24	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL					
111	Wed	08/14/2024	FY24*	C. Rodriguez/ A. Hoang	Concur (for travel card payment) last feed for FY2024. Hold all future feed files received in August until Sep 2024 FY2025.	PS GL					
112	Wed	08/14/2024	FY24*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2024 feed that includes state funds).	PS GL		N/A	N/A		N/A
113	Wed	08/14/2024	FY24	M. Busch	Absences are finalized at 12:00 for B081324 week 2	PS HRMS					
114	Thu	08/15/2024	FY25*	College/Division Administrator	Departments can begin creating and submitting FY25 ePRF Forms. All campuses.	PS HRMS					
115	Thu	08/15/2024	FY25*	C. Rodriguez/ A. Hoang	Update new FY State of Texas late payment interest rate in PS for 00797. AP (C. Rodriguez) will send new rate from Fiscal Management website to Financial Systems (A. Hoang).	Fin Systems					
116	Thu	08/15/2024	FY25*	All Campuses/ A. Hoang	Finalize UCI/WCI rates for FY25 for all campuses due to Financial Systems (A. Hoang). Hou and Systems - L. Skweres-Fluharty; CLC - M. Bautista; DTN - T. Meneley; VIC - E. Goodwin.	ACC/Fin. Systems					

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							UH	UHCL	UHD	UHS	UHV
117	Thu	08/15/2024	FY25*	A. Hoang	Load FY25 UCI/WCI (all campuses) rates to PS GL allocations for FY25. Send the new rates to Human Resources (M. Kirshner)	Fin Systems					
118	Thu	08/15/2024	FY24	A. Hoang	Create FY24 postage zero encumbrance transactions. (UH, SYS). Note: Verify August postage is fed prior to this job. Feed in daily. Verify transactions after expense feed and prior to closing.	PS GL		N/A	N/A		N/A
119	Thu	08/15/2024	FY24	Payroll	Payday for MF080624 & BF080624	PS HRMS					
120	Thu	08/15/2024	FY24	M. Busch	Biweekly Trial Payroll for B081324	PS HRMS					
121	Fri	08/16/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
122	Mon	08/19/2024	FY24	M. Busch	Biweekly Final Payroll for B081324 (Pay End Date 08/13/2024, Payday 08/23/2024)	Payroll					
123	Tue	08/20/2024	FY24	M. Busch	Absences are finalized at 12:00 for M083124	PS HRMS					
124	Wed	08/21/2024	FY24	G. McClain/ A. Hoang	August Payroll Liabilities allocations. Including: ERS liab., TRS liab., Payroll due from/due to campus to Sys., Payroll receivable from State at Sys, AP bank, HR bank (After B081324 HR journals posted)	PS GL					
125	Wed	08/21/2024	FY24*	A. Hoang/ R.Walker	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2024 USAS HR reimbursement.	PS GL					
126	Wed	08/21/2024	FY24	M. Busch	Absences are finalized at 12:00 for B082724 week 1 (08/14/2024 - 08/27/2024)	PS HRMS					
127	Thu	08/22/2024	FY24	M. Busch	Monthly Trial Payroll for M083124	PS HRMS					
128	Fri	08/23/2024	FY24*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to AssetWorks.	PS GL					
129	Fri	08/23/2024	FY24	Payroll	Payday for B081324	Payroll					
130	Fri	08/23/2024	FY24	M. Busch	Monthly Final Payroll for M083124 (HOLD HR journals until all August Payroll allocations posting completed on 8/21/24)	PS HRMS					
131	Fri	08/23/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
132	Fri	08/23/2024	FY24	M. Busch/ A. Hoang	M083124 payroll journals must be FY24 Accrual Expenditures (Cash only) (Hold M083124 HR journals until all August Payroll allocations posting completed on 8/21/24)	PS HRMS / PS GL					
133	Fri	08/23/2024	FY25*	HR Office/ M. Kirshner	Load FY25 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY25 account code table must be loaded prior to this task) All campuses.	PS HRMS					
134	Fri	08/23/2024	FY24	All Campuses AP Dept	Run batch processes to close or delete FY24 credit vouchers. All campuses.	PS GL					
135	Mon	08/26/2024	FY24	M. Busch	Off-Cycle Payroll MF082624 & BF082624	PS HRMS					
136	Tue	08/27/2024	FY25*	A. Hoang	Open FY2025 Accounting period 1 AP for UH, UHCL, UHV, and UHS.	PS GL			N/A		

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137	Wed	08/28/2024	FY24	M. Busch	Absences are finalized at 12:00 for B082724 week 2	PS HRMS					
138	Thu	08/29/2024	FY24	M. Busch	Biweekly Trial Payroll for B082724	PS HRMS					
139	Fri	08/30/2024	FY24	M. Busch	Last Reallocation Process for FY2024 Period 12	Payroll					
140	Fri	08/30/2024	FY24*	A. Hoang	Final FY2024 AP check run for all campuses	AP					
141	Fri	08/30/2024	FY24*	A. Hoang/ O. Guo	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2025 Cost Center file to Concur	PS GL					
142	Fri	08/30/2024	FY24*	HR Office/ M. Kirshner	Last FY24 ABBR Calc Program Run	PS HRMS					
143	Fri	08/30/2024	FY25*	M. Kirshner	Roll Department Budget State Rule table from FY24 to FY25. (note: FY25 account code table must be loaded prior to this task)	PS HRMS					
144	Fri	08/30/2024	FY25*	State Accounting	Review and finalize FY25 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Sherry Hawn; D: Theresa Meneley; V: Stephanie Machicek)	State Accounting Office					
145	Fri	08/30/2024	FY24/25*	M. Kirshner	Complete all Annual Security Review Audit in HR	PS HRMS					
146	Fri	08/30/2024	FY25*	Budget Office/ Financial Systems	FY25 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL).	Budget Office			N/A	N/A	N/A
147	Fri	08/30/2024	FY24	M. Busch	Biweekly Final Payroll for B082724	Payroll					
148	Sat	08/31/2024	FY24*	All Campuses Dept	No vouchers create (close FY2024 Acctg Peroid 12 for AP&PO and FY2025 Acctg Period 1 for AP at 8:00 AM)	Dept					
149	Sat	08/31/2024	FY24/25*	A. Hoang	PO Carryforward Process to create FY25 encumbrances and BP2025 budget for unliquidated FY24 PO's. This only applies to PO's on non-project (NA) cost centers (UH and UHS, UHD, UHCL only). (UHV if any)	PS GL					
150	Sun	09/01/2024	FY24*	A. Hoang	Actual Closing #1 for UH, UHCL, UHD, UHS and UHV. Start Daily Actual Unclose/Close for UH & UHS, UHCL, UHD and UHV.	PS GL					
151	Sun	09/01/2024	FY24*	Campus Acctg Offices	SEFA/SPTR Initial Confirmation due - establishes that pass-through expenditures/revenues exist between agencies	Financial Report					
152	Mon	09/02/2024	FY24	Payroll	Payday for M083124, MF082624 & BF082624	Payroll					
153	Mon	09/02/2024	FY24	M. Busch	Absences are finalized at 12:00 for B083124 week 1	PS HRMS					
154	Tue	09/03/2024	FY25*	L. Lockett	Leave Liability Report, Terminated and Deceased report.	Financial Reporting					
155	Tue	09/03/2024	FY24*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2024. All campuses.	PS HRMS					
156	Tue	09/03/2024	FY24*	A. Hoang	B083124 Biweekly Final must be FY24 Accrual Expenditures (Cash only)	PS GL					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
157	Tue	09/03/2024	FY25*	A. Hoang	First FY2025 AP check run for all campuses	AP					
158	Tue	09/03/2024	FY24*	A. Hoang	Zero payroll FY24 payroll encumbrances in PS GL. (this step need to wait until after the last FY2024 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL					
159	Wed	09/04/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B091024 week 1						
160	Wed	09/04/2024	FY25*	M. Busch	Payroll Leave Accrual	Payroll					
161	Thu	09/05/2024	FY24*	M. Busch	Monthly - FY24 Vacation Roll-Over Deadline	PS HRMS					
162	Fri	09/06/2024	FY24*	Payroll	Payday for B082724	Payroll					
163	Fri	09/06/2024	FY24*	A. Hoang	Final Physical Plant (PHP) charges (August Expenses) for local funds only UH and UHS (last FY2024 journal upload).	PS GL		N/A	N/A		N/A
164	Fri	09/06/2024	FY24/998*	M. Busch	First FY24 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
165	Fri	09/06/2024	FY25*	L. Lockett	Complete FY25 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL			N/A	N/A	N/A
166	Mon	09/09/2024	FY24*	HR Office - Benefits	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
167	Mon	09/09/2024	FY24	A. Hoang	PS GL EOM for August (with TRS liab, ORP liab and special Year End Payroll Accrual allocations)	PS GL					
168	Mon	09/09/2024	FY25*	M. Busch	FY2025 Payroll Initial Encumbrances	PS HRMS					
169	Tue	09/10/2024	FY25*	Payroll	Off Cycle for MF091024 & BF091024	PS HRMS					
170	Tue	09/10/2024	FY25*	HR Office - Benefits	First FY25 ABBR Calc Program Run (Change Run Parameter to FY25)	PS HRMS					
171	Wed	09/11/2024	FY24/998*	M. Busch	Final FY24 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office, UHD & UHV Budget Office.	Payroll					
172	Wed	09/11/2024	FY24/998*	Gretta McClain/ A. Hoang	FY24/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					
173	Wed	09/11/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B091024 week 2	Payroll					
174	Thu	09/12/2024	FY25*	M. Busch	Biweekly Trial Payroll for B091024	PS HRMS					
175	Fri	09/13/2024	FY25*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
176	Fri	09/13/2024	FY25*	HR Office - Benefits	Complete Review of FY25 ABBR Calcs	PS HRMS					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
177	Fri	09/13/2024	FY25*	A. Hoang	UHD - Telephone Initial Encumbrances for FY25.	PS GL	N/A	N/A		N/A	N/A
178	Mon	09/16/2024	FY25*	Payroll	Payday for MF091024 & BF091024	PS HRMS					
179	Mon	09/16/2024	FY25*	M. Busch	Biweekly Final Payroll for B091024	PS HRMS					
180	Mon	09/16/2024	FY24(998)/ FY25*	Campus Acctg Offices/ A. Hoang	FY24 vouchers accruals (Campus accounting office can run query UHS_AP_VOUCHER_TO_ACCRUE and review result) and send spreadsheets to A. Hoang for AP Accrual/Reversal journals uploads.	PS GL					
181	Mon	09/16/2024	FY25*	A. Hoang	AP Accrual reversal in Period 1, FY25.	PS GL					
182	Tue	09/17/2024	FY25*	M. Busch	Absences are finalized at 12:00 for M093024	PS HRMS					
183	Tue	09/17/2024	FY25*	HR Office - Benefits	ERS Salary File create	PS HRMS					
184	Wed	09/18/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B092424 week 1	Payroll					
185	Thu	09/19/2024	FY24/998*	A. Hoang	PS GL FY24/998 period close for UH, SYS, DTN, CLC, and VIC. Include Grants F&A for UH (if 998 expenses exist) and Admin Charge for UH only. Include IDC for UHCL. (No IDC for UHD; No Admin Charge for UHCL) ** Note: FY24 Voucher Accruals journals must be posted before starting the FY24/998 Admin Charge process for UH.	PS GL					
186	Thu	09/19/2024	FY24/998*	A. Hoang	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHCL, UHD, UHV, UHS	PS GL					
187	Thu	09/19/2024	FY25*	M. Busch	Monthly Trial Payroll for M093024	PS HRMS					
188	Fri	09/20/2024	FY25*	Payroll	Payday for B083124 & B091024	Payroll					
189	Fri	09/20/2024	FY25*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
190	Fri	09/20/2024	FY25*	M. Busch	Monthly Final for M093024	PS HRMS					
191	Fri	09/20/2024	FY25*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY25.	PS GL		N/A	N/A		N/A
192	Mon	09/23/2024	FY25*	Payroll	Off Cycle for MF092324 & BF092324	Payroll					
193	Wed	09/25/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B092424 week 2	Payroll					
194	Thu	09/26/2024	FY25*	M. Busch	Biweekly Trial Payroll for B092424	PS HRMS					
195	Fri	09/27/2024	FY25*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
196	Sat	09/28/2024	FY24*	Campus Acctg Offices	SEFA/SPTR Pass-through Certification - certifies that agency pass-through information is fully reconciled with the USAS pass-through data and entered correctly in the SEFA web application	Financial Report					

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Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
197	Mon	09/30/2024	FY25*	M. Busch	Biweekly Final Payroll for B092424	PS HRMS					
198	Tue	10/01/2024	FY25*	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for September	PS GL					
199	Mon	10/07/2024	FY25*	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL					
200	Fri	10/11/2024	FY24*	L. Skweres-Fluharty	FY24 Reseach expenditure download to Research Information Center (UH only)	Financial Report		N/A	N/A	N/A	N/A
201	Wed	10/16/2024	FY24*	L. Skweres-Fluharty	Component AFR's due to Financial Reporting Dept.	AFR					
202	Wed	10/16/2024	FY24*	A. Hoang	NO MORE Journals TO FY24. FY24 PS GL close for all campuses	PS GL					
203	Fri	11/01/2024	FY24	C. Rodriguez/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
204	Fri	11/01/2024	FY24*	Campus Acctg Offices	Sources and Uses Report due to Austin	PS GL					
205	Fri	11/01/2024	FY24*	Campus Acctg Offices	SEFA Final Certification - certifies that all remaining SEFA data has been entered into the SEFA web application, and reconciles with the AFR and the USAS annual financial report balances	Financial Report					
206	Fri	11/15/2024	FY24*	L. Skweres-Fluharty	AFR due to Austin	Financial Report					