June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3**	**4**	**5**	**6**	**7**	**8**
9	**10**	**11** SCEIS HR team begins sending out a list of open travel vouchers to agencies	**12**	**13**	**14**	**15**
16	**17**	**18**	**19**	**20**	**21**	**22**
23	**24**	**25**	**26** - **12:00 PM approval process must be complete for HR Travel expenses incurred June 30 or prior**	**27**	**28**	**29**
30 - **Last day of FY2024** - **Last day to close or reduce purchase requisitions**						

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 - **1st day agencies must use a posting date of 06/30/24 in order to post transactions to FY2024** - **1st day all approved invoices for FY2024 will be automatically picked up in the payment run for that day.**	**2**	**3**	**4**	**5** - **FY2024 deposit docs due to STO workflow inbox by close of business**	**6**
7	**8**	**9** - **Last day for FY2024 compensated absences to be entered and approved**	**10**	**11**	**12** - **FY2024 refund of expenditure or refund of travel due in STO workflow inbox by close of business** - **5PM: A/P Transactions closed. A/P parked docs must be completed & approved at the agency or deleted.** - **Last day to enter FY2024 travel related expenses using ZTRAVEL** - **Last day to process manual June use tax pmts via cross Business Area JE**	**13** - **First day to process in period 13 for approved SCEIS users**
14	**15** - **Use tax job will be run by SCEIS for June**	**16** - **Payroll run date for 7/16 payroll**	**17** - **Last day to close, reduce or carryforward PO's** - **Last day to carry forward purchase requisitions & funds reservations**	**18**	**19**	**20**
21	**22** - **Last day to enter period 13 JE's. Parked docs must be processed or deleted.** - **Negative budget balances must be cleared** - **Travel advance G/L must be cleared** - **Last day to record General Fund special proviso carryforwards** - **All FY2024 unposted assets must be cleared & projects settled to a final asset**	**23** - **Period 14 opens for financial statement agencies**	**24**	**25**	**26**	**27**
28		**30**	**31** - **Deadline for processing payroll payments to terminated employees for FY2024** - **Earmarked, Restricted, and Federal Fund appropriations will lapse**			

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 - Last day for Other Fund carryforward budget transactions	2	3
4	5	6	7	8 - Last day for posting FY2025 period 1 transactions	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31