

June 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
	SCEIS HR team begins sending out a list of open travel vouchers to agencies					
15	16	17	18	19	20	21
22	23	24	25	26	27	28
			* 12:00 PM approval process must be complete for HR Travel expenses incurred June 30 or prior			
29	30					
	* Last day of FY25 * Last day to close or reduce purchase requisitions					

July 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 * 1st day agencies must use a posting date of 06/30/25 in order to post transactions to FY25 * 1st day all approved invoices for FY25 will be automatically picked up in the payment run for that day.	2	3	4	5
6	7 * FY25 deposit docs due to STO workflow inbox by close of business	8	9 * Last day for FY25 compensated absences to be entered and approved * Last day to process manual June use tax pmts via cross Business Area JE	10	11	12
13	14 * Last day to enter FY25 travel related expenses using ZTRAVEL * 5PM: A/P Transactions closed. A/P parked docs must be completed & approved at the agency or deleted. * FY25 refund of expenditure or refund of travel due in STO workflow inbox by close of business	15 * First day to process in period 13 for approved SCEIS users * Use tax job will be run by SCEIS for June	16 * Last day to close, reduce or carryforward PO's * Last day to carry forward purchase requisitions & funds reservations * Payroll run date for 7/16 payroll	17	18	19
20 * Balance sheet account balances will be rolled forward by July 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 FY25 unposted assets must be cleared & projects settled to a final asset	23 * Period 14 opens for financial statement agencies	24	25	26
27	28	29	30	31 * Deadline for processing payroll payments to terminated employees for FY25 * Earmarked, Restricted, and Federal Fund appropriations will lapse		

August 2025

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 FY26 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						