

June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
	SCEIS HR team begins sending out a list of open travel vouchers to agencies					
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29 - 12:00 PM approval process must be complete for HR Travel expenses incurred June 30 or prior	30 - Last day of FY2023 - Last day to close or reduce purchase requisitions	

July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						<p>1</p> <ul style="list-style-type: none"> - 1st day agencies must use a posting date of 06/30/23 in order to post transactions to FY2023 - 1st day all approved invoices for FY2023 will be automatically picked up in the payment run for that day.
2	3	4	5	<p>6</p> <ul style="list-style-type: none"> - FY2023 deposit docs due to STO workflow inbox by close of business 	<p>7</p> <ul style="list-style-type: none"> - Last day for FY2023 compensated absences to be entered and approved 	8
9	10	11	12	<p>13</p> <ul style="list-style-type: none"> - FY2023 refund of expenditure or refund of travel due in STO workflow inbox by close of business 	<p>14</p> <ul style="list-style-type: none"> - SPM: A/P Transactions closed. A/P parked docs must be completed & approved at the agency or deleted. - Last day to enter FY2023 travel related expenses using ZTRAVEL - Last day to process <u>manual</u> June use tax pmts via cross Business Area JE - Payroll run date for 7/16 payroll 	<p>15</p> <ul style="list-style-type: none"> - First day to process in period 13 for approved SCEIS users
16	<p>17</p> <ul style="list-style-type: none"> - Use tax job will be run by SCEIS for June 	18	<p>19</p> <ul style="list-style-type: none"> - Last day to close, reduce or carryforward PO's - Last day to carry forward purchase requisitions & funds reservations - Last day for posting transactions that would impact carryforwards 	20	21	22
23	<p>24</p> <ul style="list-style-type: none"> - 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 	<p>25</p> <ul style="list-style-type: none"> - Period 14 opens for financial statement agencies 	26	27	28	29
30	<p>31</p> <ul style="list-style-type: none"> - Deadline for processing payroll payments to terminated employees for FY2023 - Earmarked, Restricted, and Federal Fund appropriations will lapse 					

August 2023

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 FY2024 period 1 transactions	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25 - All FY2023 unposted assets must be cleared & projects settled to a final asset	26
27	28	29	30	31		