

June 2024

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---------|--|----------|--------|----------|
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | SCEIS HR team begins sending out a list of open travel vouchers to agencies | | | | | |
| 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 26 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 |
|--------|--|--|--|----------|--|--|
| | <p>1</p> <ul style="list-style-type: none"> - 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 | <p>5</p> <ul style="list-style-type: none"> - FY2024 deposit docs due to STO workflow inbox by close of business | 6 |
| 7 | 8 | <p>9</p> <ul style="list-style-type: none"> - Last day for FY2024 compensated absences to be entered and approved | 10 | 11 | <p>12</p> <ul style="list-style-type: none"> - 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 | <p>13</p> <ul style="list-style-type: none"> - First day to process in period 13 for approved SCEIS users |
| 14 | <p>15</p> <ul style="list-style-type: none"> - Use tax job will be run by SCEIS for June | <p>16</p> <ul style="list-style-type: none"> - Payroll run date for 7/16 payroll | <p>17</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 | 18 | 19 | 20 |
| 21 | <p>22</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 - All FY2024 unposted assets must be cleared & projects settled to a final asset | <p>23</p> <ul style="list-style-type: none"> - Period 14 opens for financial statement agencies | 24 | 25 | 26 | 27 |
| 28 | | 30 | <p>31</p> <ul style="list-style-type: none"> - 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 |