

June 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1	2	3	4	5	6	
7	8	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 * 12:00 PM approval process must be complete for HR Travel expenses incurred June 30 or prior	25	26	27	
28	29	30 * Last day of FY26 * Last day to close or reduce purchase requisitions					

July 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			<p>1</p> <p>* 1st day agencies must use a posting date of 06/30/26 in order to post transactions to FY26</p> <p>* 1st day all approved invoices for FY26 will be automatically picked up in the payment run for that day.</p>	<p>2</p>	<p>3</p>	<p>4</p>
5	6	<p>7</p> <p>* FY26 deposit docs due to STO workflow inbox by close of business</p>	8	<p>9</p> <p>* Last day for FY26 compensated absences to be entered and approved</p> <p>* Last day to process manual June use tax pmts via cross Business Area JE</p>	10	11
12	13	<p>14</p> <p>* Last day to enter FY26 travel related expenses using ZTRAVEL</p> <p>* SPM: A/P Transactions closed. A/P parked docs must be completed & approved at the agency or deleted.</p> <p>* FY26 refund of expenditure or refund of travel due in STO workflow inbox by close of business</p>	<p>15</p> <p>* First day to process in period 13 for approved SCEIS users</p> <p>* Use tax job will be run by SCEIS for June</p>	<p>16</p> <p>* Last day to close, reduce or carryforward PO's</p> <p>* Last day to carry forward purchase requisitions & funds reservations</p> <p>* Payroll run date for 7/16 payroll</p>	17	18
<p>19</p> <p>* Balance sheet account balances will be rolled forward by July 19</p>	20	21	<p>22</p> <p>* Last day to enter period 13 JE's. Parked docs must be processed or deleted</p> <p>* Negative budget balances must be cleared</p> <p>* Travel advance G/L must be cleared</p> <p>* All FY26 unposted assets must be cleared & projects settled to a final asset</p>	<p>23</p> <p>* Period 14 opens for financial statement agencies</p> <p>* Last day to record General Fund special proviso carryforwards</p>	24	25
26	27	28	29	30	<p>31</p> <p>* Deadline for processing payroll payments to terminated employees for FY26</p> <p>* Earmarked, Restricted, and Federal Fund appropriations will lapse</p>	

August 2026

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 * Last day for Other Fund carryforward budget transactions	4	5	6	7	8
9	10 * Last day for posting FY27 period 1 transactions	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					