

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
	SCEIS team begins sending out a list of open travel vouchers to agencies					
	<p>- First day invoice pmts will receive an error requiring payment terms to be changed to "Pay Immediately"</p>					
23	24	25	26	27	28	29
					<p>- 12:00 PM approval process must be complete for HR Travel expenses incurred June 30 or prior</p>	
30						
<p>- Last day of FY2019</p>						

July 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 - First day agencies must use posting date of 6/30/19 to post transactions to FY2019	2	2	4	5 - FY2019 deposit docs due to STO workflow inbox by close of business	6
7	8	9 - Last day for FY2019 compensated absences to be entered and approved	10	11	12 - 5PM: A/P Transactions closed. A/P parked docs must be completed & approved at the agency or deleted. - Last day to enter FY2019 travel related expenses using ZTRAVEL	13 - First day to process in Period 13
14	15	16	17 - Last day to close, reduce or carryforward PO's, PR's and FR's - Last day for JE's that will impact the automated use tax process	18 - Use tax job will be run in SCEIS for June	19 - Last day for to process manual June use tax pmts via cross Business Area JE	20
21	22 - Last day to enter FM13 JE's. Parked docs must be processed/deleted. - Negative budget balances must be cleared - Travel advance G/L must be cleared	23	24	25 - Last day to process General Fund Special Proviso Carryforwards	26	27
28	29	30	31 - Deadline for processing payroll payments to terminated employees for FY2019 - Earmarked, Restricted, and Federal Fund appropriations will lapse			

August 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 - Last day for Other Fund Carryforward budget transactions	3
4	5	6	7	8	9	10
11	12	13 - Last day for posting Period 01 FY2020 transactions	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30 - All unposted assets must be cleared & projects settled to a final asset	31