

# FY22 Year End Approaches!

Date	Last Day for:	Contact	Dept.	Ext
TUES, June 14	Payroll Actions due for JUNE Payroll and review FY23 Costing Allocations			
	Sponsored Programs	Heather B.	SPA	5422
	Other Restricted Funds	Joshua L.	FIN	email
	Operating Budget (110-FD)	Joshua L.	FIN	email
THURS, June 30	Last day for cash receipts by NOON	Michelle P.	FIN	5728
THURS, June 30	Last day for FY22 Workday receiving	Mike B.	PROC	6568
THURS, June 30	Last day for submission for FY22 Internal Service Deliveries	Josh L.	FIN	email
FRI, July 8	Last day for submission for FY22 expenses reports	Carl C.	AP	6283
FRI, July 8	Last day for FY22 Customer Invoices	Mary Jane P.	FIN	6091

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Date	Last Day for:	Contact	Dept.	Ext.
MON, July 11	Final Gift Feed	Tina D.	ADV	6716
WED, July 13	Last day for journal entries/IDTs/Payroll			
	Sponsored Programs	Heather B.	SPA	5422
	All Other	Joshua L.	FIN	email
WED, July 13	All Supplier Invoice Requests, Expense Reports and Accounting Adjustments must be submitted and fully approved by all required approvers in Workday	Carl C.	AP	6283
MON, July 25	Final deadline for approving Journal Entries/IDTs/Payroll	Mary Jane P.	FIN	6091
MON, Aug 1	Departments can run final FY22 reports	Jane C.	FIN	5577