



FY17-18 Timetable Processing Business Transaction Deadlines

<i>Deadline Description</i>	<i>Due Date</i>	<i>Completed</i>
Year-End Workshop: Retama Auditorium, UC 2.02.02; 9a.m. - 11a.m. (NEW EMPLOYEES)	June 15, 2018	N/A
Year-End Workshop: Retama Auditorium, MH 2.01.06; 2p.m. – 4p.m. (REFRESHER)	June 20, 2018	N/A
Year-End Workshop: Retama Auditorium, UC 2.02.02; 9a.m.- 11a.m. (REFRESHER)	June 21, 2018	N/A
Year-End Workshop: Downtown Campus – Buena Vista, 1.338, 9a.m. - 11a.m. (REFRESHER)	June 22, 2018	N/A
PURCHASING: Last day Purchasing will accept an approved purchase request for orders over \$50,000 using FY18 funds.	June 29, 2018	
PURCHASING: Next Year Flag in Rowdy Exchange	July 9, 2018	
BUDGET: Pay Period Ending July 15 All DBTs for employees paid SEMI-MONTHLY are due by 5PM Budget Office	July 13, 2018	
DTS: Departments must route ALL vouchers electronically to DTS from Sept - June (reimbursement vouchers, travel advances, participant advances, athletic advances travel card payments, student travel expenses)	July 13, 2018	
DTS: Departments must route ALL vouchers electronically to DTS from July 1st - July 15th (reimbursement vouchers, travel advances, participant advances, athletic advances travel card payments, student travel expenses)	July 20, 2018	
BUDGET: Pay Period Ending July 31 All DBTs for employees paid MONTHLY are due by 5PM	July 20, 2018	
PTCA: Transactions for Aug 3 rd statement ready for reconciliation and approval	Aug 6, 2018	
DTS: Departments must route ALL vouchers electronically to DTS from July 16th – July 31st (vouchers, travel advances, participant advances, athletic advances travel card payments, student travel expenses)	Aug 10, 2018	
PURCHASING: Last Day to submit PO's \$15k and over	Aug 10, 2018	
PURCHASING: Last Day to submit POC (Purchase Order Change) request	Aug 10, 2018	
PURCHASING: Last Day departments can submit PO Close request	Aug 13, 2018	
BUDGET: Pay Period Ending Aug 15 All DBTs for employees paid SEMI-MONTHLY are due by 5PM	Aug 15, 2018	
ACCOUNTING: July 2018 activity cost transfers are due to controller.VPRAssist@utsa.edu	Aug 17,2018	



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PTCA: All outstanding balances on travel cards must be paid in full (CLIBA and TAC)	Aug 17,2018	
PAYROLL: Last date for Off-Cycle Check Requests accepted by the Payroll Office. Reminder – allow 5 days for processing. <u>There will be no Off-Cycle Check printing on Aug 27 - 31.</u>	Aug 17,2018	
ACCOUNTING: Corrections through July 31, 2018 must be received in Accounting Services by 5PM	Aug 17,2018	
PTCA: Departmental approval due by 5PM for Aug 3 rd statement RECOMMEND: LAST DAY TO CHARGE USING PROCARD FOR FY18	Aug 17, 2018	
HR: Hire/Rehire forms due to HR for September 3 start date	Aug 17, 2018	
DTS: Departments must route ALL vouchers electronically to DTS from Aug 1st-15th , (vouchers, travel advances, participant advances, athletic advances travel card payments, student travel expenses)	Aug 17, 2018	
BUDGET: Pay Period Ending Aug 31 All DBTs for employees paid MONTHLY are due by 5PM	Aug 20, 2018	
BUDGET: DBT Transactions for FY18 for all MONTHLY employees will be processed	Aug 20, 2018	
PAYROLL: Last salaried employee weekly timesheet due date for the Aug 13 th through the 19 th workweek to meet the Aug monthly payroll processing deadline.	Aug 20, 2018	
PAYROLL: Supervisors' deadline to submit salaried employees' timesheet, including Overtime Comp Time Payout (OCP) hours, to the departmental timekeeper.	Aug 20, 2018	
FISCAL SERVICES: Contact Inventory department to have items tagged if you complete a Desktop Receiving Report after close of business	Aug 20, 2018	
PAYROLL: Timekeepers deadline date to enter salaried employee timesheets, including Overtime Comp Time Payout (OCP) into Time Labor UTShare/PeopleSoft.	Aug 22, 2018	
DTS: Departments must route ALL vouchers electronically to DTS for any expenses incurred from Aug 16th to Aug 22nd. Last day to submit wire transfer request.	Aug 24, 2018	
DTS: Vouchers to be expensed in FY18 for \$10,000 or less must be electronically routed to DTS	Aug 24, 2018	
PURCHASING: Last Day departments can create or approve a purchase request	Aug 24, 2018	
PAYROLL: Hourly employee weekly timesheet due date for the Aug 20 th through Aug 26 th workweek to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.	Aug 27, 2018	
DTS: ALL remaining travel after Aug 15th must be submitted and routed to DTS if expensed out in FY18 (travel advances, participant advances, athletic advances).	Aug 27, 2018	
DTS: Last DTS check run at noon for FY18	Aug 29, 2018	



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<i>Transaction Type</i>	<i>Due Date</i>	<i>Completed</i>
ACCOUNTING: Last accounts payable check run for FY18 at NOON	Aug 29, 2018	N/A
BUDGET: Pay Period Ending Aug 31 All DBTs for employees paid SEMI-MONTHLY are due by 5PM	Aug 30, 2018	
BUDGET: DBT Transactions for FY18 for all SEMI-MONTHLY employees will be processed	Aug 30, 2018	
HR: Vacation time over the maximum allowable carryover amount must be Taken by Aug 31, 2018.	Aug 31, 2018	
FISCAL SERVICES: All FY18 departmental income is due to FS by 5PM	Aug 31, 2018	
FISCAL SERVICES: All Receiving Reports must be completed for ANY capital and controlled items	Aug 31, 2018	
FISCAL SERVICES: Petty cash reimbursements using FY18 funds must be submitted to FS by 4PM.	Aug 31, 2018	
DTS: FY2019 OPEN FOR PROCESSING	Sept 1, 2018	
PAYROLL: Hourly employee timesheet due date for the Aug 27 th through Aug 31 st workweek to their supervisor by 10 a.m. Supervisor approver deadline is 5 p.m.	Sept 4, 2018	
PAYROLL: Supervisor <u>final</u> deadline to approve hourly timesheets for Aug 16 th through Aug 31 st pay period is 5:00PM	Sept 4, 2018	
PAYROLL: Timekeeper's last Timesheet Deadline date for Hourly employees; Aug 16 th through Aug 31 st pay period. (by 3:00PM)	Sept 5, 2018	
PTCA: Procard transactions for Sept 3rd are ready for reconciliation and approval.	Sept 5, 2018	
ACCOUNTING: IDTs through Aug 31, 2018 must be received in Accounting Services by NOON	Sept 6, 2018	
ACCOUNTING: Complete inventory count and reconciliation must be received in Accounting Services NO LATER THAN NOON	Sept 6, 2018	
PTCA: All Procard reconciliations completed and approved by NOON on Sept 6 th will be processed for payment. Any amounts over \$10,000 will be included in AP accruals and charged to FY18. Any expenses not processed by the required dates will be charged to FY19.	Sept 6, 2018	
ACCOUNTING: Preliminary MFRs tentatively ready (will be announced)	Sept 7, 2018	
PAYROLL: If all employees are still eligible return list confirming no changes to the E-mail: payroll@utsa.edu by September 7th	Sept. 7, 2018	
PAYROLL: Complete the cell phone allowance form to either terminate allowance or add a new allowance by submitting to the E-mail: payroll@utsa.edu by September 7th	Sept. 7, 2018	
ACCOUNTING: August corrections must be received in Accounting Services NO LATER THAN NOON	Sept 12, 2018	



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ACCOUNTING: August 2018 activity cost transfers are due to controller.VPRAssist@utsa.edu by 12PM	Sept 12, 2018	
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