

**University of Houston-Clear Lake
Administration and Finance
FY 2024 End of Year Calendar**

Item	FY 2024 Due Date	Task	Description	Responsible Unit	Due To
1	Sat, June 1 to Sat, June15, 2024	USAS Profile Review	USAS Profile review, cleanup and rollover to FY25	General Accounting	TX Comptroller of Public Accounts
2	Friday, June 21, 2024	FY25 PS GL BUDGET_REFERENCE and DEPTID_ROLLUP trees	Review and finalize all FY25 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	Planning & Budget	PS GL
3	Friday, June 21, 2024	FYE Daily Student Feed to switch all BP2025	Start the FYE Daily Student Feed to switch all BP2025 revenue SF transactions to Deferred Income (22100) and BP2025 expense SF transactions to Prepaid Expense (15100) and create adjustment journals with 09/01/2024 date.	A. Hoang/UH, UHCL, UHD, UHV Student Accounting	PS GL
4	Friday, June 21, 2024	Encumbrance review and correction	Review for correction and/or release of all incorrect encumbrances for prior years and FY24 to date.	Departments	Accounts Payable/Travel
5	Friday, June 21, 2024	Subject Matter Experts for Mandatory Online Training	Deadline for subject matter experts to submit any changes or updates to the FY24 Online Training Modules in order to have changes completed for FY24 mandatory	Finance, General Accounting, Procurement & Payable	AVP Bus Op
6	Friday, June 28, 2024	Purchase requisitions and contracts	All purchase requisitions and contracts for \$25,000.00 and above, on any ledger, must be on the Procurement Department work list by 5:00 PM.	Departments	Procurement
7	Tuesday, July 2, 2024	Journal Entries for June	All journal entries to be posted in June should be on General Accounting work list by noon.	Departments	General Accounting
8	Tuesday, July 2, 2024	Payroll reallocations and corrections - June	All FY24 reallocations and corrections for June transactions must be received by General Accounting by 5PM.	Departments	General Accounting
9	Friday, July 5, 2024	PS Finance June month end close	Communicate monthly closing of PS for June.	General Accounting	Departments
10	Monday, July 8, 2024	Vacation Leave	Human Resources emails employees that are at risk of losing vacation at the end of FY24.	Human Resources	UHCL Employees
11	Monday, July 8, 2024	Flexible Schedule and AWA process	Human Resources emails campus community regarding Flexible Schedule and AWA process. Employees wanting to participate and/or continue participating mus submit paper work.	UHCL Employees	Human Resources
12	Friday, July 12, 2024	SBS A/R write-off / General Property Deposit Lapse	SBS Accounts Receivable reconciliation and write-off information must be received, with supporting documents, by General Accounting by 5PM.	General Accounting & Student Business Services	General Accounting
13	Friday, July 12, 2024	FY24 Listing of employees who need to complete mandatory role-based training	Division-College Administrators to coordinate and provide list of employees who need to complete FY24 mandatory role-based training, such as cash handling and/or credit card merchant training, P-Card etc., Contact HR for questions.	Departments	HR - UHCL/UHS
14	Monday, July 15, 2024	Tuition Calculation for Fall 2024	Fall 2024 tuition calculation	Student Business Services	Student Business Services/General Accounting
15	Wednesday, July 17, 2024	Load FY25 S&W and non-S&W Budget Journals	Load FY25 Salary & Wages and non-Salary & Wages budget journals obtained from Hyperion feed files for UHV and UHCL.	Planning & Budget	PS GL
16	Thursday, July 18, 2024	Verify Loaded FY25 S&W and non-S&W Budget Journals	Verify FY25 Salary & Wages and Non Salary & Wages budget journals loaded in PS GL for UHV and UHCL.	Planning & Budget	PS GL
17	Friday, July 19, 2024	Travel expense reports	Last day to submit FY24 travel expense reports for a guaranteed reimbursement in FY24.	Departments	Accounts Payable / Travel
18	Tue, Jul 23, 2024	FY25 Appropriation-USAS	Load FY25 Appropriation into USAS.	General Accounting	TX Comptroller of Public Accounts
19	Friday, July 26, 2024	Incomplete inventory notice	Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
20	Friday, July 26, 2024	Purchase requisitions and contracts	All purchase requisitions and contracts for \$15,000.00 to \$24,999.00, on any ledger, must be on the Procurement Department work list by 5PM.	Departments	Procurement
21	Friday, July 26, 2024	Promotional items through Print Services	Last day to submit signed IDT/quotes to Print Services for promotional items	Departments	Print Services/Copy Center

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22	Thursday, August 1, 2024	Vacation Leave	Human Resources emails employees that are at risk of losing vacation at the end of FY24 (2nd and final email)	Human Resources	UHCL Employees
23	Friday, August 2, 2024	Journal Entries for July	All journal entries to be posted in July should be on General Accounting work list by noon.	Departments	General Accounting
24	Friday, August 2, 2024	Payroll reallocations and corrections - July	All FY24 reallocations and corrections for July transactions must be received by General Accounting by noon.	Departments	General Accounting
25	Monday, August 5, 2024	P-Card Transaction Reallocations for September Statement	Departments may begin reallocating p-card transactions in GCMS for statement period ending 09/03/2024. Please note the early deadline for reallocations - 09/9/2024 5PM.	Departments	Accounts Payable
26	Tuesday, August 6, 2024	Incomplete inventory follow-up	Second Notice - Distribution of incomplete inventory reports to departments, deans and directors.	Asset Management	Departments, deans and directors
27	Tuesday, August 6, 2024	Purchase Encumbrance and Pre-encumbrance correction/releases	All unnecessary pre-encumbrances, soft commitments/unprocessed vouchers or requisitions, etc. must be released, deleted and/or cleared by 5PM. Procurement Encumbrance Adjustment Form with appropriate approval/s to correct/release purchase order encumbrances for prior years and FY24 to date must be submitted to UHCLProcurement@uhcl.edu by 5PM.	Departments	Accounts Payable and Procurement
28	Tuesday, August 6, 2024	Accounts Payable/Travel Encumbrances & releases	Deadline to email Encumbrance Adjustment forms with appropriate approval/s to correct and/or release any encumbrances for prior years and FY24 to date to Accountspayable@uhcl.edu or TravelOffice@uhcl.edu by 5PM.	Departments	Accounts Payable / Travel
29	Wednesday, August 7, 2024	Mail Room - Bulk Mail	All bulk mail items must be received by the Mail Room by 5PM.	Departments	Mail Room
30	Wednesday, August 7, 2024	FY24 ePRFs	Last day to initiate to submit ePRFs for FY24 positions. All campuses	Departments	Human Resources
31	Thursday, August 8, 2024 *	CTAP - Fall list of courses	Procurement to provide CTAP - Fall list of courses to SBS	Procurement	SBS
32	Friday, August 9, 2024	PS Finance July month end close	Communicate monthly closing of PS for July.	General Accounting	Departments
33	Monday, August 12, 2024	Get Visitor and Passport passes from Parking	Get Visitor and Passport passes from Parking	AVP Bus Op	AVP Bus Op
34	Monday, August 12, 2024	Purchase and contract requisitions	First day to submit FY25 purchase and contract requisitions (orders will not be received until after September 1, 2024). Note: Rental and maintenance are not automatically renewed at the end of FY24.	Departments	Procurement
35	Monday, August 12, 2024	Tuition & Fee Payment Deadline Fall 2024	Tuition & Fee payment deadline by 5PM for early and open Fall 2024 registration.	Student Business Services	Student Business Services
36	Tuesday, August 13, 2024	OIT IDT'S - State Funds	All OIT IDT's on state funds must be received by OIT by 5PM.	Departments	Office of Information Technology
37	Tuesday, August 13, 2024	Purchase requisitions and standard contracts	FY24 purchase requisitions and standard contracts for \$500 - \$14,999.99 on any ledger must be on the Procurement Department work list by 5 PM.	Departments	Procurement
38	Wednesday, August 14, 2024	State and local vouchers	All state and local vouchers to be processed in FY24 must be on the Accounts Payable work list by 5PM.	Departments	Accounts Payable
39	Wednesday, August 14, 2024	State and local receiving reports	All state and local receiving reports to be processed in FY24 must be emailed to UHCLProcurement@uhcl.edu and AccountsPayable@UHCL.edu by 5PM.	Departments	Accounts Payable
40	Thursday, August 15, 2024	FY25 ePRFs	Departments can begin creating and submitting FY25 ePRF Forms.	Departments	Human Resources
41	Thursday, August 15, 2024	FY25 UCI/WCI rates	Finalize UCI/WCI rates for FY25 for all campuses due to Financial Systems (A.Hoang). Hou and Systems-L. Skweres-Fluharty; CLC-M. Bautista; DTN-T. Meneley; VIC-E.Goodwin	General Accounting	UH Finance Systems
42	Thursday, August 15, 2024	Print Services	Last day to submit Print Services orders using local funds.	Departments	Copy Center
43	Friday, August 16, 2024	Payroll reallocations and corrections - FY24 Period 12 - month of August	All FY24/Period 12 reallocations and corrections transactions must be received by General Accounting by noon.	Departments	General Accounting
44	Monday, August 19, 2024	Purchase change orders	Last day to submit change orders for outstanding purchase orders.	Departments	Procurement
45	Monday, August 19, 2024	P-Card credit limit changes	Departments to be notified of P-Card credit limit changes	Procurement/AVP Bus Op	Departments

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46	Tuesday, August 20, 2024	Mail Room - local funds	All mailings on local funds must be received by the Mail Room by 5PM.	Departments	Mail Room
47	Tuesday, August 20, 2024	SCR batches - local funds	SCR batches for local funds (with the exception of Mail Room) must be received by Accounts Payable by 5PM.	Service Centers & Service Center BCs	Accounts Payable
48	Wednesday, August 21, 2024	OIT IDT'S - Local Funds	All OIT IDT's on local funds must be received by OIT by 5PM.	Departments	Office of Information Technology
49	Thursday, August 22, 2024	Budget Journals - August	All August 2024 budget journals must be on Planning & Budget Office work list by 5PM.	Departments	Planning & Budget
50	Friday, August 23, 2024	SCR batches - local (Mail Room)	Mail Room SCR batches on local funds must be received by Accounts Payable by noon.	Service Centers & Service Center BCs	Accounts Payable
51	Friday, August 23, 2024	Annual Finance Security Access	Annual finance security access review. (Business Operations Analyst)	Departments	AVP Bus Op
52	Friday, August 23, 2024	Verifying Cell Phone Allowance	Verifying Cell Phone Allowance	Departments	AVP Bus Op
53	Friday, August 23, 2024	Credit Vouchers	Run batch processes to close or delete FY24 credit vouchers	Accounts Payable/ Departments	Accounts Payable
54	Friday, August 23, 2024	Outside Activities/Interest Forms	Human Resources emails campus community regarding Outside Activities/Interest forms. Employees wanting to participate and/or continue participating mus submit paper work.	UHCL Employees	Human Resources
55	Tuesday, August 27, 2024	FY25 department vouchers	First day to enter FY25 department vouchers.	Departments	Accounts Payable
56	Tuesday, August 27, 2024	Tuition & Fee Payment Deadline - Late Registration & Outstanding Fall 2024	Tuition & Fee payment deadline Fall 2024 late registration and any balances due is 5PM.	Student Business Services	Student Business Services
57	Thursday, August 29, 2024	FY24 Bad Fund Equity	Last day to clear FY24 bad equity balance	Departments	General Accounting
58	Friday, August 30, 2024	FY25 Admin. Rate	FY25 Admin. Rate due to Financial Systems	Planning & Budget	UH Finance Systems
59	Friday, August 30, 2024	Annual Inventory of consumables	Copy Center closed for annual inventory.	Print Services	Copy Center
60	Friday, August 30, 2024	Annual Inventory Audit	Copy Center closed for annual inventory audit.	Print Services	Copy Center
61	Friday, August 30, 2024	Resale inventory	Annual inventory of consumable supplies must be received by General Accounting by 5PM.	Departments	General Accounting
62	Friday, August 30, 2024	Off-Campus authorizations	FY 2025 Off-campus authorization renewals for UHCL capital and controlled assets must be received by General Accounting by 5PM.	Departments	Asset Management
63	Friday, August 30, 2024	Designation of Property Custodian	Designation of departmental property custodians for FY25 must be received by General Accounting by 5PM.	Departments	Asset Management
64	Friday, August 30, 2024	Receiving FY24 orders	Last day to receive items ordered with FY24 funds.	Departments & Receiving Dock	Receiving Dock
65	Saturday, August 31, 2024	PS Finance not available	NO processing in PS Finance except for deposits \$100 or greater. NO vouchers create (close FY2024 Acctg Period 12 for AP&PO and FY2025 Acctg Period 1 for AP at 8am)	Departments	Student Business Services
66	Sun, Sep 1 to Tue, Sep 3, 2024	No new P-Card charges	Departments refrain from using their P-cards during this timeframe.	Departments	Accounts Payable
67	Sunday, September 1, 2024	SEFA/SPTR	SEFA/SPTR Initial Confirmation due-establishes tha pass-through expenditures/ revenues exist between agencies	General Accounting	TX Comptroller of Public Accounts
68	Monday, September 2, 2024	Dollar spent on interest for late payments	Run dollar spent on interest for late payments.	Accounts Payable	Accounts Payable
69	Tuesday, September 3, 2024	Journal entries for August	All journal entries to be posted in August should be on General Accounting work list by noon.	Departments	General Accounting
70	Wednesday, September 4, 2024	Payroll reallocations and corrections - Period 998 August	All FY24/**998 reallocations and corrections for August transactions must be received by General Accounting by noon.	Departments	General Accounting
71	Thursday, September 5, 2024	P-Card Expense Report Available	Departments may run their p-card expense reports in Citibank GCMS.	Departments	Accounts Payable
72	Monday, September 9, 2024	PS Finance August month end close	Communicate monthly closing of PS for August.	General Accounting	Departments
73	Monday, September 9, 2024	P-Card Processing for September statement	Departments and business administrators must complete reallocation/review and upload of backup documents to PeopleSoft by 5PM for statement period ending 09/03/2024.	Departments	Accounts Payable
74	Wednesday, September 11, 2024	P-Card Flat File Run	Accounts Payable to run flat file at 7 AM to prevent any additional activity in GCMS.	Accounts Payable	Accounts Payable
75	Friday, September 13, 2024	P-Card Citibank Vouchers	Approve all Citibank vouchers by 5PM.	Accounts Payable	General Accounting

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76	Friday, September 13, 2024 *	CTAP - Spring list of courses	Procurement to provide CTAP - Spring list of courses to SBS	Procurement	SBS
77	Monday, September 16, 2024	Fraud Risk Assessment	Fraud Risk Assessment Survey completed and return to GA	Departments	General Accounting
78	Monday, September 16, 2024	P-Card Expense Accrual	By 5PM, P-Card payable accrual for goods received or services rendered on or before 08/31/2024 based on P-Card statement period ending 09/03/2024.	General Accounting	General Accounting
79	Monday, September 16, 2024	Accounts Payable Accrual	Accounts Payable accrual for goods received or services rendered on or before 08/31/2024 with a payment date of 09/15/2024 or earlier.	AP/General Accounting	General Accounting
80	Monday, September 16, 2024	Communicate Accounts Payable Accrual completion	General Accounting to communicate A/P accruals and P-Card accruals to all departments. Departments to start reviewing cost centers for clean up.	General Accounting	Departments
81	Wednesday, September 18, 2024	Cost Center Clean Up	Departments final review of cost centers for clean up after accruals have posted.	Departments	General Accounting
82	Thursday, September 19, 2024	PS Finance 998 soft close	PS Finance 998 soft close. (No entries accepted from Departments)	General Accounting	Departments
83	Friday, September 27, 2024	2064 Sweep of Funds	Fund 2064 excess fund equity remaining.	Planning & Budget	Departments
84	Friday, September 27, 2024	Library book write-down due	Library book write-down due to General Accounting.	Library	General Accounting
85	Friday, September 27, 2024	SEFA/SPTR Pass-through	SEFA/SPTR Pass-through Certification-certifies that agency pass through information is fully reconciled with the USAS pass-through data and entered correctly in the SEFA web application	General Accounting	TX Comptroller of Public Accounts
86	Tuesday, October 1, 2024	FY25 Mandatory Training	All employees will receive an email from Human Resources with a link to FY25 required online training. All training must be completed by November 22nd.	Human Resources	UHCL Employees
87	Wednesday, October 2, 2024	Journal Entries for Sept	All general ledger journal entries to be posted in September should be on General Accounting work list by noon.	Departments	General Accounting
88	Friday, October 11, 2024	Endowment allocations	FY24 endowment earnings allocations posted.	General Accounting	General Accounting
89	Wednesday, October 16, 2024	FY24 CLOSE for all campuses	NO MORE Journals TO FY24. FY24 PS GL close for all campuses	General Accounting	UH Finance Systems
90	Wednesday, October 16, 2024	AFR	Component AFR's due to Financial Reporting Dept	General Accounting	UH Financial Reporting
91	Friday, October 25, 2024	Endowment Risk Assessment Budget Analysis Report	Endowment Risk Assessment Budget Analysis Report submit to Departments	General Accounting	Departments
92	Friday, November 1, 2024	Sources and Uses	Sources and Uses Report due to Austin	General Accounting	UH Financial Reporting
93	Friday, November 1, 2024	SEFA Final Certification	SEFA Final Certification-certifies that all remaining SEFA has been entered into the SEFA web application and reconciles with the AFR and the USAS annual financial report balances	General Accounting	TX Comptroller of Public Accounts
94	Friday, November 15, 2024	AFR	AFR due to Austin	L. Skewers-Fluharty	TX Comptroller of Public Accounts
95	Wednesday, December 4, 2024	Endowment Risk Assessment Budget Analysis Report	Responses on the Endowment Risk Assessment Budget Analysis Report	Departments	General Accounting
96	Friday, December 13, 2024	Academic Centers Annual Report	Academic Centers Annual Report due to the President and a copy to the AVP Bus Ops	Departments	AVP Bus Op
97	Monday, February 17, 2025 *	CTAP - Summer list of courses	Procurement to provide CTAP - Summer list of courses to SBS	Procurement	SBS

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