

Important dates for FY17-18 processing

- May 5** ***Vacation Liability TADs mailed to campuses***
Note: cutoff date this year is 4/30
- May 10** ***End of Iteration 1 for Budget Development***
- May 16** ***KSC Equipment Requisitions cut-off***
- May 19** ***List of Independent Contractor (ICA) POs posted to the web***
- May 26** ***Early 2017 B1-11 payroll deadline due to May 29th Holiday***
- May 26** ***Vacation Liability TADs due back to campus HR departments***
- May 29** ***End of Iteration 2 for Budget Development***
- June 2** ***PSU Equipment and Supplies Requisitions cut-off***
- June 2** ***Compensated Absences Data Entry begins***
- June 9** ***UNH, UNHM, UNHL, USNH, GSC Equipment Requisitions cutoff***
- June 12** ***Last automatic update of New Year HR Labor budgets for FY18***
After this date, no changes to New Year budgets will occur automatically. Direct changes to New Year budgets will not be available until after June 17.
- June 13** ***Position Control tables are USNH Budget Office ONLY***
- June 14** ***KSC Supplies Requisitions cut-off***
- June 16** ***UNH, UNHM, UNHL, USNH, GSC Supplies Requisitions cutoff***
- June 16** ***KSC, PSU Change Order Cut-off***

This year, PHAREDS will not be turned off.

Details of this will be coming from HR liaisons.

The PHAREDS posting date controls the FYSR:

- o a posting date of 6/30 or before impacts FY17*
- o a posting date of 7/1 and after impacts FY18*

- June 16** ***UNH, UNHM and USNH Telecomm online TADs completed***
- June 16** ***UNH, USNH Facilities services cut-off***
- June 16** ***Several finance cut-offs:***
- Internal purchases (general encumbrances) cut-off for all campuses
 - IV processing cut-off for all campuses
- June 21** ***Last day to request Independent Contractor Agreement (ICA) PO carry forward***
- June 21** ***UNH, UNHM, UNHL, USNH, GSC Change Order Cut-off***
- June 22** ***Final Old Year Facilities Feed***
- June 23** ***New Year base job records are created in HR***
- June 23** ***System comes down at 5 PM for critical HR New Year processing***
- EPAF creation closed at Noon
 - All EPAF processing closed at 1:30 PM
 - NOPEAMA restarts on Tuesday, June 27 at 4:00 pm
 - Final FY17 budget adjustments for wages and fringe benefits are calculated and processed to finance.
 - Remaining Encumbrance liquidations are calculated and held for processing in finance
 - Contract dates are updated to New Year dates.
 - HR FY18 budgets are marked as approved.
 - No changes will be allowed to old year (FY17) budgets after this point
 - Users can alter FY18 budgets in NWAPBAD
- June 23** ***Calculate and post New Year Budgets and New Year HR encumbrances for wages and fringe benefits***
- New Year HR encumbrances for wages and fringe benefits are calculated.
Note: This will reflect new fringe rates for FY18.
- BUDDEV phase for non-personnel budgets and LABOR phase for personnel budgets are posted to finance.

New Year HR encumbrances for wages and fringe benefits are posted to finance.

After the above processing is complete, FY18 Finance will now be open for user Requisitions entry.

June 26-27 Payroll staff manual TAD adjustments

Job records that require manual changes in contract dates etc. based on turn-around documents will be updated

June 27 Last FY17 UNH & GSC Student Refund check

June 27 Last FY17 PSU Student Refund check

June 28 Last FY17 AP Check and Direct Deposit run

June 28 B1-13 Payroll posted to Finance

This is the last full old year B1 payroll. This is also the last B1 payroll with old year activity.

June 29 Last FY17 UNH Student Direct Deposit run

June 29 Last FY17 PSU Student Direct Deposit run

June 29 Last FY17 GSC Student Direct Deposit run

June 29 EPAF Deadline @ 10:45 AM

June 29 PDAEDN Entry Deadline @ 11:00 AM

June 29 Last feed for UNH and GSC student processing to Finance.

This will be the final feed from these systems for FY17.

ADDITIONALLY, ANY CHANGES IN FOAPALS RELATED TO STUDENT DETAIL CODES NEED TO BE UPDATED IN THE BANNER DETAIL CODE TABLES.

June 30 System comes down at 5 PM for critical Finance New Year processing

- **General Ledger Roll**

After this, any changes to old year balances will be automatically reflected as changes to new year opening balances as well.

- **Encumbrance Roll**

Processing old year invoice procedures are now in effect. Refer to [Old Year New Year document](#) pages 21 to 24.

Note: All encumbrances not to be rolled – are closed – except for HR labor encumbrances. These will be left open until after the B2-14 payroll has been successfully posted.

- June 30** **UNH, UNHM and USNH Telecom FY18 general encumbrances seeded in Finance**
- June 30** **WTE Employee Submission Deadline @ 2:30 PM**
- June 30** **PHATIME Deadline @ 2:30 PM**
- June 30** **WTE Approver Deadline @ 9:00 PM**
- July 3** **No AP or Student Payment runs**
- July 3** **3RD PARTY FEEDS DEADLINE @ 10:00 AM**
- July 4** **HOLIDAY-No Student Payment run**
- July 5** **Student Payment runs-Rescheduled from July 4th**
- July 5** **All FY16 FY17 HR labor encumbrances are closed**
- July 5** **B2-13 Payroll posted to Finance**
This is the normal posting timeframe for this pay run. This payroll is the last full B2 old year payroll (FY17). This is also the last payroll with old year activity.
- July 6** **Student Payment run-Rescheduled from July 4th**
- July 6** **First UNH, UNHM and USNH Telecom charges against FY17 FY18 general encumbrances processed**
- July 14** **“13th Month” processing is closed for user entry**
System available for old year final approvals processing.
- July 17** **END OY CAMPUS APPROVALS FOR ALL DOCUMENT TYPES**
- July 17** **Old Year closed (13th month closes)**
Old year processing is closed to all except Accounting Services staff
Grant Budget Roll is executed

Document processing for grant activity will not be impacted. Until the Grant Budget Roll is completed, all document processing on these funds compare against both Old Year and New Year combined budget availability.

- July 17*** ***Final Compensated Absences documents distributed;
Electronic file of balances by employee also provided to
UNH HR.***
- July 31*** ***July closes***