

FY24 Year End Calendar

April / May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
April 14	April 15	April 16	April 17	April 18	April 19	April 20
April 21	April 22	April 23	April 24	April 25	April 26	April 27
					Payroll costing corrections for salaries paid between July 2023 and February 2024 are due, with all approvals, to the Payroll Office by April 26, 2024	
April 28	April 29	April 30	May 1	May 2	May 3	May 4
					IDTs initiated by revenue dept. through March 2024 Expenditure / Receipt Corrections with origination dates prior to April 1, 2024	
May 5	May 6	May 7	May 8	May 9	May 10	May 11
May 12	May 13	May 14	May 15	May 16	May 17	May 18
May 19	May 20	May 21	May 22	May 23	May 24	May 25
					Expenditure / Receipt Corrections originating in April 2024 IDTs initiated by revenue dept. through April 2024	
May 26	May 27	May 28	May 29	May 30	May 31	
	Holiday		Payroll costing corrections for salaries paid in March 2024 or April 2024 are due, with all approvals, to the Payroll Office by May 29, 2024 Tagging of Capital Assets purchased through April 30th			

FY24 Year End Calendar

June 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	IDTs initiated by revenue dept. through May 2024 Expenditure / Receipt Corrections originating in May 2024 are due June 13, 2024	13 14	15
16	17	Requisitions and PO change orders in buyer's worklist by this date will be processed in FY24	18 19	Expenditure / Receipt Corrections originating in June 2024 are due June 19, 2024 FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2024 books	20 21	22
23	24	Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Tuesday, June 25, 2024 to ensure being included in fiscal year 2024	25 26	Deposits to Cashier's Office that use an X code due to ensure inclusion in FY24 Tagging of Capital Assets purchased through May 31st Last Payment Services Check / ACH cycle in FY24	27 28	29
30					Payroll costing corrections for salaries paid in May 2024 are due, with all approvals, to the Payroll Office by June 28, 2024. To be applied to FY24 budget: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers	

FY24 Year End Calendar

July 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 HOLIDAY	5	6
7	8	9	10	11	12 Payroll Costing corrections for salaries paid in June 2024 are due, with all approvals, to the Payroll Office by July 12, 2024	13
14	15	16	17	18	19	20
21	22 Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Office	23	24	25	26	27
28	29	30 Tagging of Capital Assets purchased through June 30th	31			

FY24 Year End Calendar

August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6 Accounts Payable Project reports emailed to campus for verification	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Accounts Payable Project reports due to Accounting	21	22	23	24
25	26	27	28	29	30	31