



Year-End Close – Reminders of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2022, the Financial Affairs division has prepared an FY22 year-end memo and corresponding calendars that highlight important processes and deadlines between now and August 2022.

The memo and calendars can be found on the Financial Affairs website:

<http://www.uwyo.edu/administration/financial-affairs/year-end-information.html>

A few upcoming deadlines to be aware of include:

Due Date	Items Due
Friday, May 20 th	Property Disposal Forms for any equipment that will either be transferred to another assignee or that will be moved to another institution
Wednesday, May 25 th	Expenditure / Receipt Corrections originating in April 2022
	IDTs initiated by the revenue department through April 2022
Tuesday, May 31 st	Payroll costing corrections for salaries paid in March 2022 or April 2022 are due, with all approvals, to the Payroll Office

If you have any specific questions after reviewing the year-end documents, please do not hesitate to contact the relevant department:

- All Financial Affairs contact information can be found here:
<http://www.uwyo.edu/administration/financial-affairs/contact-us.html>

- Payroll contact information is on the HR website: <http://www.uwyo.edu/hr/payroll/>

Contact Information

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