

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
1	Fri	05/27/2022	FY22	M. Busch	Biweekly Final Payroll for B052422 (Pay End Date 05/24/22)	PS HRMS					
2	Wed	06/01/2022	FY22	Payroll	Payday for M053122, BF052422 & MF052422	Payroll					
3	Wed	06/01/2022	FY22/23*	College/Division Administrator	Annual HR Security Access Audit Report is printed by College/Division Administrators to verify department users' access (all campuses)	PS HRMS					
4	Wed	06/01/2022	FY22	M. Busch	Payroll Leave Accrual	Payroll					
5	Wed	06/01/2022	FY22	M. Busch	Absences are finalized at 12:00 for B060722 week 1	PS HRMS					
6	Fri	06/03/2022	FY22	Payroll	Payday for B052422	PS HRMS					
7	Fri	06/03/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
8	Tue	06/07/2022	FY22	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL					
9	Tue	06/07/2022	FY22	M. Busch	Off-Cycle Payroll BF060722 & MF060722	PS HRMS					
10	Wed	06/08/2022	FY22	M. Busch	Absences are finalized at 12:00 for B060722 week 2	PS HRMS					
11	Thu	06/09/2022	FY22	M. Busch	Biweekly Trial Payroll for B060722	PS HRMS					
12	Fri	06/10/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
13	Fri	06/10/2022	FY22/23*	A. Hoang	Annual Finance Security Access Spreadsheet and Finance Access Confirmation form to College/Division Administrators to verify department users accesses (UH and UHS only)	PS GL					
14	Mon	06/13/2022	FY22	M. Busch	Biweekly Final Payroll for B060722 (Pay End Date 06/07/2022)	PS HRMS					
15	Wed	06/15/2022	FY22	Payroll	Payday for BF060722 & MF060722	Payroll					
16	Wed	06/15/2022	FY22	M. Busch	Absences are finalized at 12:00 for B062122 week 1	PS HRMS					
17	Fri	06/17/2022	FY22	Payroll	Payday for B060722	Payroll					
18	Fri	06/17/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
19	Mon	06/20/2022	FY22	M. Busch	Absences are finalized at 12:00 for M063022	PS HRMS					
20	Tue	06/21/2022	FY22	M. Busch	Monthly Trial Payroll for M063022	PS HRMS					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
21	Wed	06/22/2022	FY22	M. Busch	Absences are finalized at 12:00 for B062122 week 2	PS HRMS					
22	Thu	06/23/2022	FY22	M. Busch	Biweekly Trial Payroll for B062122	PS HRMS					
23	Thu	06/23/2022	FY22	M. Busch	Monthly Final Payroll for M063022	PS HRMS					
24	Fri	06/24/2022	FY23*	Budget Offices	Review and finalize all FY23 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
25	Fri	06/24/2022	FY22/23*	A. Hoang/ UH, UHCL, UHD, UHV Student Accounting	Start the FYE Daily Student Feed to switch all BP2023 revenue SF transactions to Deferred Income (22100) and BP2023 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2022 date.	PS GL					
26	Fri	06/24/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
27	Fri	06/24/2022	FY22/23*	A. Hoang	College/Division save Signed Finance Access Confirmation Form to the Key Dates SharePoint folder and send access updates request (if any) to Finance Security Administrator (A. Hoang & Frank Pham) at finsys@central.uh.edu. UH and UHS only.	PS GL					
28	Mon	06/27/2022	FY22	M. Busch	Biweekly Final Payroll for B062122 (Pay End Date 06/21/2022)	PS HRMS					
29	Tue	06/28/2022	FY22	M. Busch	Off-Cycle Payroll BF062822 & MF062822	PS HRMS					
30	Wed	06/29/2022	FY22	M. Busch	Absences are finalized at 12:00 for B070522 week 1	PS HRMS					
31	Wed	06/29/2022	FY23*	A. Hoang	Load FY23 Non Salary and Wages budget journals obtained from Hyperion feed files for UHD ONLY.	PS GL					
32	Wed	06/29/2022	FY23*	A. Hoang/ UH Budget Office	Load FY23 Salary & Wages Budget Journals obtained from Hyperion feed files for UHD ONLY.	BDM					
33	Thu	06/30/2022	FY23*	Budget Office/ B. Duarte	Verify FY23 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHD ONLY	Budget Office					
34	Thu	06/30/2022	FY23*	Budget Office/ B. Duarte	Verify FY23 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHD ONLY	Budget Office					
35	Thu	06/30/2022	FY23*	L. Skweres-Fluharty/ Budget Office	Create new cost center for Federal College Work Study; Add New Federal College Work Study project ID in UCI/WCI tree in GL. Send new Federal College Work Study cost center to HR.	PS GL					
36	Fri	07/01/2022	FY23*	A. Hoang	Open FY23 Accounting period 1 for GL, PO, Req. for UHD ONLY to allow encumbrance processing for PO and Req. in FY23.	PS GL					
37	Fri	07/01/2022	FY22	M. Busch	Payroll Leave Accrual	Payroll					
38	Fri	07/01/2022	FY22	Payroll	Payday for M063022, B062122, BF062822 & MF062822	Payroll					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
39	Fri	07/01/2022	FY22	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS					
40	Fri	07/01/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
41	Wed	07/06/2022	FY22	M. Busch	Absences are finalized at 12:00 for B070522 week 2	PS HRMS					
42	Thu	07/07/2022	FY22	HR Office - Benefits	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					
43	Thu	07/07/2022	FY22	A. Hoang	Post Postage charges UH and UHS.	PS GL					
44	Thu	07/07/2022	FY22	M. Busch	Biweekly Trial Payroll for B070522	Payroll					
45	Fri	07/08/2022	FY22	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL					
46	Fri	07/08/2022	FY22/23*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL					
47	Fri	07/08/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
48	Mon	07/11/2022	FY22	M. Busch	Biweekly Final Payroll for B070522 (Pay End Date 07/05/2022)	PS HRMS					
49	Tue	07/12/2022	FY22	M. Busch	Off-Cycle Payroll BF071222 & MF071222	PS HRMS					
50	Wed	07/13/2022	FY22	M. Busch	Absences are finalized at 12:00 for B071922 week 1	PS HRMS					
51	Thu	07/14/2022	FY22	A. Hoang	Post Postage charges UH and UHS.	PS GL					
52	Thu	07/14/2022	FY23*	A. Hoang/ UH Budget Office	Load FY23 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL					
53	Thu	07/14/2022	FY23*	A. Hoang/ UH Budget Office	Load FY23 Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	BDM					
54	Fri	07/15/2022	FY23*	Budget Office/ B. Duarte	Verify FY23 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UH and UHS.	Budget Office					
55	Fri	07/15/2022	FY23*	Budget Office/ B. Duarte	Verify FY23 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UH and UHS.	Budget Office					
56	Fri	07/15/2022	FY23*	A. Hoang	Open FY23 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY23.	PS GL					
57	Fri	07/15/2022	FY22	Payroll	Payday for B070522, MF071222 & BF071222	PS HRMS					
58	Fri	07/15/2022	FY23*	A. Hoang	Load FY23 Non Salary and Wages budget journals obtained from Hyperion feed files for UHCL & UHV.	PS GL					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
59	Fri	07/15/2022	FY23*	A. Hoang/ UH Budget Office	Load FY23 Salary & Wages Budget Journals obtained from Hyperion feed files for UHCL & UHV.	BDM					
60	Fri	07/15/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
61	Mon	07/18/2022	FY23*	Budget Office/ B. Duarte	Verify FY23 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHV & UHCL.	Budget Office					
62	Mon	07/18/2022	FY23*	Budget Office/ B. Duarte	Verify FY23 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHV & UHCL.	Budget Office					
63	Mon	07/18/2022	FY22	M. Busch	Absences are finalized at 12:00 for M073122	PS HRMS					
64	Tue	07/19/2022	FY23*	A. Hoang	Open FY23 Accounting period 1 for GL, PO, Req. for UHV and UHCL to allow encumbrance processing for PO and Req. in FY23.	PS GL					
65	Tue	07/19/2022	FY22	M. Busch	Monthly Trial Payroll for M073122	PS HRMS					
66	Wed	07/20/2022	FY22	M. Busch	Absences are finalized at 12:00 for B071922 week 2	PS HRMS					
67	Thu	07/21/2022	FY22	A. Hoang	Post Postage charges UH and UHS.	PS GL					
68	Thu	07/21/2022	FY22	M. Busch	Monthly Final Payroll for M073122	PS HRMS					
69	Thu	07/21/2022	FY22	M. Busch	Biweekly Trial Payroll for B071922	PS HRMS					
70	Fri	07/22/2022	FY22	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL					
71	Fri	07/22/2022	FY23*	M. Kirshner/ Financial Systems	Load FY23 account code table (as of effective date 09/01/2022) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY23 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY23 Salary & wages budgets are loaded correctly.	PS HRMS					
72	Fri	07/22/2022	FY23*	Michael Burns	Extract from Hyperion Budget Module FY23 positions funding information and send to PS HRMS department budget staging table. For all campuses.	BDM					
73	Fri	07/22/2022	FY23*	HR Office/ M. Kirshner	Load FY23 positions funding information from Hyperion Budget Module to HRMS department budget staging table for Budget office to review and approve. For all campuses.	PS HRMS					
74	Fri	07/22/2022	FY23*	Michael Burns	Extract from Hyperion Budget Module FY23 pay rates data to load to staging table in HRMS for HR offices to review and approve. For all campuses.	BDM					
75	Fri	07/22/2022	FY23*	HR Office/ M. Kirshner	Load FY23 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS					
76	Fri	07/22/2022	FY23*	Budget Office	Start reviewing FY23 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					
77	Fri	07/22/2022	FY23*	HR Office/ M. Kirshner	Human Resources review and update FY23 pay rates in Job Data Staging Table for all campuses.	HR Office					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
78	Fri	07/22/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
79	Mon	07/25/2022	FY22	M. Busch	Biweekly Final Payroll for B071922 (Pay End Date 07/19/2022)	PS HRMS					
80	Tue	07/26/2022	FY22	M. Busch	Off-Cycle Payroll BF072622 & MF072622	Payroll					
81	Wed	07/27/2022	FY22	M. Busch	Absences are finalized at 12:00 for B080222 week 1	PS HRMS					
82	Thu	07/28/2022	FY22	A. Hoang	Post Postage charges UH and UHS.	PS GL					
83	Fri	07/29/2022	FY22	Payroll	Payday for B071922	Payroll					
84	Fri	07/29/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
85	Mon	08/01/2022	FY22	Payroll	Payday for M073122, MF072622 & BF072622	Payroll					
86	Mon	08/01/2022	FY22	M. Busch	Payroll Leave Accrual	PS HRMS					
87	Wed	08/03/2022	FY22	M. Busch	Absences are finalized at 12:00 for B080222 week 2	PS HRMS					
88	Thu	08/04/2022	FY22	A. Hoang	Post Postage charges UH and UHS.	PS GL					
89	Thu	08/04/2022	FY22	M. Busch	Biweekly Trial Payroll for B080222	PS HRMS					
90	Fri	08/05/2022	FY23*	College/Division Administrator	Departments can begin creating and submitting FY23 ePRF Forms. All campuses	PS HRMS					
91	Fri	08/05/2022	FY22/23*	College/Division Administrator	College/Division return HR Security Access Audit Report with confirmation of the review, updates and for only UH&UHS save signed report to the Key Dates SharePoint folder. Contact: HR Security Administrator (Malka Kirshner) all campuses.	PS HRMS					
92	Fri	08/05/2022	FY22	HR Office - Benefits	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
93	Fri	08/05/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
94	Fri	08/05/2022	FY22	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL					
95	Mon	08/08/2022	FY23*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS					
96	Mon	08/08/2022	FY22	M. Busch	Biweekly Final Payroll for B080222 (Pay End Date 08/02/2022, Payday 08/12/2022)	Payroll					
97	Mon	08/08/2022	FY22*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
98	Tue	08/09/2022	FY22*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2022 feed that includes state funds).	PS GL					
99	Tue	08/09/2022	FY22	M. Busch	Off-Cycle Payroll MF080922 & BF080922	PS HRMS					
100	Wed	08/10/2022	FY22	M. Busch	Absences are finalized at 12:00 for B081622 week 1	PS HRMS					
101	Fri	08/12/2022	FY22*	C. Rodriguez/ A. Hoang	Cavallo (all Campuses), Adroit (UH,UHS), Concur (for travel card payment) last feed for FY2022. Hold all future feed files received in August until Sep 2022 FY2023. (Note that Budget Reference must be changed to BP2023 for FY2023 feeds for Cavallo, Adroit)	PS GL					
102	Fri	08/12/2022	FY22*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroit, Cavallo, Postal Services, and FAMIS.	PS GL					
103	Fri	08/12/2022	FY22	Payroll	Payday for B080222	Payroll					
104	Fri	08/12/2022	FY22	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
105	Fri	08/12/2022	FY22	A. Hoang	Create FY22 postage zero encumbrance transactions. (UH, SYS). Note: Verify August postage is fed prior to this job. Feed in daily. Verify transactions prior to closing after expense feed.	PS GL					
106	Fri	08/12/2022	FY22*	A. Hoang	Create FY22 telephone zero encumbrance transactions. (CLC, DTN). Note: Verify August telephone charge is fed prior to this job. Feed in daily. Verify transactions prior to closing after expense feed.	PS Purch process					
107	Fri	08/12/2022	FY23*	All Campuses/ A. Hoang	Finalize UCI/WCI rates for FY23 for all campuses due to Financial Systems (A. Hoang). Hou and Systems - L. Skweres-Fluharty; CLC - Krista Buckminster (no UCI/WCI charges); DTN - T. Meneley; VIC - E. Goodwin.	ACC/Fin. Systems					
108	Fri	08/12/2022	FY23*	A. Hoang	Load FY23 UCI/WCI (all campuses) rates to PS GL allocations for FY23. Send the new rates to Human Resources (M. Kirshner)	Fin Systems					
109	Mon	08/15/2022	FY23	C. Rodriguez/ A. Hoang	Update new FY State of Texas late payment interest rate in PS for 00797. AP (C. Rodriguez) will send new rate from Fiscal Management website to Financial Systems (A. Hoang).	Fin Systems					
110	Mon	08/15/2022	FY22	Campus Dept	Last day to Initiate ePRF Forms for FY22 Positions. All campuses.	PS HRMS					
111	Mon	08/15/2022	FY22	Payroll	Payday for MF080922 & BF080922	PS HRMS					
112	Tue	08/16/2022	FY22	M. Busch	Absences are finalized at 12:00 for M083122	PS HRMS					
113	Wed	08/17/2022	FY23*	HR Office/ UH Budget Office /M. Kirshner	Load position funding information to PS HRMS from Hyperion Budget Module for all campuses. (note: FY23 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM					
114	Wed	08/17/2022	FY22	M. Busch	Absences are finalized at 12:00 for B081622 week 2	PS HRMS					
115	Wed	08/17/2022	FY22	M. Busch	Monthly Trial Payroll for M083122	PS HRMS					
116	Thu	08/18/2022	FY22	M. Busch	Biweekly Trial Payroll for B081622	PS HRMS					
117	Fri	08/19/2022	FY22	M. Busch	Reallocation Process for FY2022 Period 12	PS HRMS					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
118	Fri	08/19/2022	FY22	M. Busch	Monthly Final Payroll for M083122 (HOLD HR journals until all August Payroll allocations posting completed on 8/23/22)	PS HRMS					
119	Mon	08/22/2022	FY22	M. Busch	Biweekly Final Payroll for B081622 (Pay End Date 08/16/2022, Payday 08/26/2022)	Payroll					
120	Tue	08/23/2022	FY22*	A. Hoang/ R.Walker	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2022 USAS HR reimbursment. Hold process?	PS GL					
121	Tue	08/23/2022	FY22*	A. Hoang/ E.Sanchez	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2023 Cost Center file to Concur	PS GL					
122	Tue	08/23/2022	FY22	G. McClain/ A. Hoang	August Payroll Liabilities allocations. Including: ERS liab., TRS liab., Payoll due from/due to campus to Sys., Payroll receivable from State at Sys, AP bank, HR bank (After B081622 HR journals posted)	PS GL					
123	Tue	08/23/2022	FY22	M. Busch/ A. Hoang	M083122 payroll journals must be FY22 Accrual Expenditures (Cash only) (Hold M083122 HR journals until all August Payroll allocations posting completed on 8/23/22)	PS HRMS / PS GL					
124	Tue	08/23/2022	FY22	M. Busch	Off-Cycle Payroll MF082322 & BF082322	PS HRMS					
125	Wed	08/24/2022	FY22	M. Busch	Absences are finalized at 12:00 for B083022 week 1 (08/17/2022 - 08/23/2022)	PS HRMS					
126	Fri	08/26/2022	FY22	Payroll	Payday for B081622	Payroll					
127	Fri	08/26/2022	FY22	M. Busch	Last Reallocation Process for FY2022 Period 12	PS HRMS					
128	Fri	08/26/2022	FY23	A. Hoang	Open FY2023 Accounting period 1 for AP UH, UHD, UHCL, UHS and UHV.	PS GL					
129	Fri	08/26/2022	FY23*	HR Office/ M. Kirshner	Load FY23 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY23 account code table must be loaded prior to this task) All campuses.	PS HRMS					
130	Wed	08/31/2022	FY21*	A. Hoang	Final FY2022 AP check run for all campuses	AP					
131	Wed	08/31/2022	FY22*	HR Office/ M. Kirshner	Last FY22 ABBR Calc Program Run	PS HRMS					
132	Wed	08/31/2022	FY23*	M. Kirshner	Roll Department Budget State Rule table from FY22 to FY23. (note: FY23 account code table must be loaded prior to this task)	PS HRMS					
133	Wed	08/31/2022	FY23*	State Accounting	Review and finalize FY23 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Sherry Hawn; D: Theresa Meneley; V: Karen Sanders)	State Accounting Office					
134	Wed	08/31/2022	FY22*	All Campuses Dept	No vouchers create (close FY2022 Acctg Peroid 12 for AP&PO and FY2023 Acctg Period 1 for AP at 8:00 AM)	Dept					
135	Wed	08/31/2022	FY22/23*	A. Hoang	PO Carryforward Process to create FY23 encumbrances and BP2023 budget for unliquidated FY22 PO's. This only applies to PO's on non-project (NA) cost centers (UH and UHS, UHD, UHCL only). (UHV if any)	PS GL					
136	Wed	08/31/2022	FY22/23*	M. Kirshner	Complete all Annual Security Review Audit in HR	PS HRMS					
137	Wed	08/31/2022	FY22	M. Busch	Absences are finalized at 12:00 for B083022 week 2	PS HRMS					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
138	Thu	09/01/2022	FY22*	A. Hoang	Actual Closing #1 for UH, UHCL, UHD, UHS and UHV. Start Daily Actual Unclose/Close for UH & UHS, UHCL, UHD and UHV.	PS GL					
139	Thu	09/01/2022	FY23*	A. Hoang	First FY2023 AP check run for all campuses	AP					
140	Thu	09/01/2022	FY21	Payroll	Payday for M083122, MF082322 & BF082322	Payroll					
141	Fri	09/02/2022	FY23*	Budget Office/ Financial Systems	FY23 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL). Admin Rate same as FY22 for UHCL.	Budget Office					
142	Fri	09/02/2022	FY22*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2022. All campuses.	PS HRMS					
143	Fri	09/02/2022	FY22	M. Busch	Biweekly Final Payroll for B083122 (No Trial)	Payroll					
144	Fri	09/02/2022	FY22*	A. Hoang	B083122 Biweekly Final must be FY22 Accrual Expenditures (Cash only)	PS GL					
145	Fri	09/02/2022	FY23*	L. Lockett	Leave Liability Report, Terminated and Deceased report.	Financial Reporting					
146	Fri	09/02/2022	FY22/998*	M. Busch	First FY22 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
147	Tue	09/06/2022	FY22*	M. Busch	Monthly - FY22 Vacation Roll-Over Deadline	PS HRMS					
148	Tue	09/06/2022	FY23*	M. Busch	FY2023 Payroll Initial Encumbrances	PS HRMS					
149	Tue	09/06/2022	FY22*	A. Hoang	Zero payroll FY22 payroll encumbrances in PS GL. (this step need to wait until after the last FY2022 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL					
150	Wed	09/07/2022	FY23	M. Busch	Absences are finalized at 12:00 for B091322 week 1						
151	Wed	09/07/2022	FY22*	HR Office - Benefits	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
152	Thu	09/08/2022	FY23	Payroll	Off Cycle for MF090822 & BF090822	PS HRMS					
153	Fri	09/09/2022	FY23*	HR Office - Benefits	First FY23 ABBR Calc Program Run (Change Run Parameter to FY23)	PS HRMS					
154	Fri	09/09/2022	FY22	A. Hoang	PS GL EOM for August (with TRS liab, ORP liab and special Year End Payroll Accrual allocations)	PS GL					
155	Fri	09/09/2022	FY22/998*	M. Busch	Final FY22 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office, UHD & UHV Budget Office.	Payroll					
156	Fri	09/09/2022	FY23*	L. Lockett	Complete FY23 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL					
157	Fri	09/09/2022	FY22/998*	Gretta McClain/ A. Hoang	FY22/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
158	Fri	09/09/2022	FY23	Payroll	Payday for B083022	Payroll					
159	Fri	09/09/2022	FY23	M. Busch	FY23 Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
160	Tue	09/13/2022	FY23*	HR Office - Benefits	ERS Salary File create	PS HRMS					
161	Wed	09/14/2022	FY23	M. Busch	Absences are finalized at 12:00 for B091322 week 2	Payroll					
162	Thu	09/15/2022	FY23	Payroll	Payday for MF090822 & BF090822	PS HRMS					
163	Thu	09/15/2022	FY23	M. Busch	Biweekly Trial Payroll for B091322	PS HRMS					
164	Fri	09/16/2022	FY23*	HR Office - Benefits	Complete Review of FY23 ABBR Calcs	PS HRMS					
165	Fri	09/16/2022	FY22(998)/ FY23	Campus Acctg Offices/ A. Hoang	FY22 vouchers accruals (Campus accounting office can run query UHS_AP_VOUCHER_TO_ACCRUE and review result) and send spreadsheets to A. Hoang for AP Accrual/Reversal journals uploads.	PS GL					
166	Fri	09/16/2022	FY23	A. Hoang	AP Accrual reversal in Period 1, FY23.	PS GL					
167	Fri	09/16/2022	FY23*	A. Hoang	UHD and UHCL - Telephone Initial Encumbrances for FY23.	PS GL					
168	Fri	09/16/2022	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
169	Mon	09/19/2022	FY23	M. Busch	Biweekly Final Payroll for B091322	PS HRMS					
170	Tue	09/20/2022	FY23	M. Busch	Absences are finalized at 12:00 for M093022	PS HRMS					
171	Wed	09/21/2022	FY22/998*	A. Hoang	PS GL FY22/998 period close for UH, SYS, DTN, CLC, and VIC. Include Grants F&A for UH (if 998 expenses exist) and Admin Charge for UH only. Include IDC for UHCL. (No IDC for UHD; No Admin Charge for UHCL) ** Note: FY22 Voucher Accruals journals must be posted before starting the FY22/998 Admin Charge process for UH.	PS GL					
172	Wed	09/21/2022	FY22/998*	A. Hoang	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHCL, UHD, UHV, UHS	PS GL					
173	Wed	09/21/2022	FY23	M. Busch	Absences are finalized at 12:00 for B092722 week 1	Payroll					
174	Thu	09/22/2022	FY23	M. Busch	Monthly Trial Payroll for M093022	PS HRMS					
175	Fri	09/23/2022	FY23*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY23.	PS GL					
176	Fri	09/23/2022	FY23	M. Busch	Monthly Final for M093022	PS HRMS					

University of Houston Systems
Fiscal 2022 - 2023 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHC	UHD	UHS	UHV
177	Fri	09/23/2022	FY23	Payroll	Payday for B083122 & B091322	Payroll					
178	Fri	09/23/2022	FY23	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
179	Tue	09/27/2022	FY23	Payroll	Off Cycle for MF092722 & BF092722	Payroll					
180	Wed	09/28/2022	FY23	M. Busch	Absences are finalized at 12:00 for B092722 week 2	Payroll					
181	Tue	10/04/2022	FY23	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for Sept.	PS GL					
182	Mon	10/10/2022	FY23	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL					
183	Fri	10/14/2022	FY22*	L. Skweres-Fluharty	FY22 Reseach expenditure download to Research Information Center (UH only)	Financial Report					
184	Mon	10/17/2022	FY22*	L. Skweres-Fluharty	Component AFR's due to Financial Reporting Dept.	AFR					
185	Mon	10/17/2022	FY22*	A. Hoang	NO MORE Journals TO FY22. FY22 PS GL close for all campuses	PS GL					
186	Tue	11/01/2022	FY22	C. Rodriguez/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
187	Fri	11/18/2022	FY22*	L. Skweres-Fluharty	AFR due to Austin	Financial Report					