

**University of Houston Systems**  
**Fiscal 2024 - 2025 Year End Processing Calendar**

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
1	Fri	05/24/2024	FY24	M. Busch	Biweekly Final Payroll for B052124 (Pay End Date 05/21/2024)	PS HRMS					
2	Fri	05/24/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
3	Tue	05/28/2024	FY24	M. Busch	Off-Cycle Payroll BF052824 & MF052824	PS HRMS					
4	Wed	05/29/2024	FY24	M. Busch	Absences are finalized at 12:00 for B060424 week 1	PS HRMS					
5	Fri	05/31/2024	FY24	Payroll	Payday for B052124	PS HRMS					
6	Fri	05/31/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
7	Mon	06/03/2024	FY24	Payroll	Payday for M053124, BF052824 & MF052824	Payroll					
8	Mon	06/03/2024	FY24/25*	College/Division Administrator	Annual HR Security Access Audit Report is printed by College/Division Administrators to verify department users' access (all campuses)	PS HRMS					
9	Mon	06/03/2024	FY24	M. Busch	Payroll Leave Accrual	Payroll					
10	Mon	06/03/2024	FY24/25*	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		N/A	N/A		N/A
11	Wed	06/05/2024	FY24	M. Busch	Absences are finalized at 12:00 for B060424 week 2	PS HRMS					
12	Thu	06/06/2024	FY24	M. Busch	Biweekly Trial Payroll for B060424	PS HRMS					
13	Fri	06/07/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
14	Fri	06/07/2024	FY24	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL					
15	Mon	06/10/2024	FY24	M. Busch	Biweekly Final Payroll for B060424 (Pay End Date 06/04/2024)	PS HRMS					
16	Tue	06/11/2024	FY24	M. Busch	Off-Cycle Payroll BF061124 & MF061124	PS HRMS					
17	Tue	06/11/2024	FY24	M. Busch	Absences are finalized at 12:00 for M063024	PS HRMS					
18	Wed	06/12/2024	FY24	M. Busch	Absences are finalized at 12:00 for B061824 week 1	PS HRMS					
19	Thu	06/13/2024	FY24	M. Busch	Monthly Trial Payroll for M063024	PS HRMS					
20	Fri	06/14/2024	FY24	Payroll	Payday for B060424	Payroll					
21	Fri	06/14/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					

University of Houston Systems  
Fiscal 2024 - 2025 Year End Processing Calendar

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							UH	UHCL	UHD	UHS	UHV
22	Mon	06/17/2024	FY24	Payroll	Payday for BF061124 & MF061124	Payroll					
23	Mon	06/17/2024	FY24	M. Busch	Monthly Final Payroll for M063024	PS HRMS					
24	Wed	06/19/2024	FY24	M. Busch	Absences are finalized at 12:00 for B061824 week 2	PS HRMS					
25	Thu	06/20/2024	FY24	M. Busch	Biweekly Trial Payroll for B061824	PS HRMS					
26	Fri	06/21/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
27	Fri	06/21/2024	FY25*	Budget Offices	Review and finalize all FY25 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					
28	Fri	06/21/2024	FY24/25*	A. Hoang/ UH, UHCL, UHD, UHV Student Accounting	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.	PS GL					
29	Mon	06/24/2024	FY24	M. Busch	Biweekly Final Payroll for B061824 (Pay End Date 06/18/2024)	PS HRMS					
30	Tue	06/25/2024	FY24	M. Busch	Off-Cycle Payroll BF062524 & MF062524	PS HRMS					
31	Wed	06/26/2024	FY24	M. Busch	Absences are finalized at 12:00 for B070224 week 1	PS HRMS					
32	Fri	06/28/2024	FY24	Payroll	Payday for B061824	Payroll					
33	Fri	06/28/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
34	Fri	06/28/2024	FY24/25*	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		N/A	N/A		N/A
35	Fri	06/28/2024	FY25*	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	Mon	07/01/2024	FY24	Payroll	Payday for M063024, BF062524 & MF062524	Payroll					
37	Mon	07/01/2024	FY24	M. Busch	Payroll Leave Accrual	Payroll					
38	Mon	07/01/2024	FY24	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS					
39	Wed	07/03/2024	FY24	HR Office - Benefits	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					
40	Wed	07/03/2024	FY24	M. Busch	Absences are finalized at 12:00 for B070224 week 2	PS HRMS					
41	Fri	07/05/2024	FY25*	A. Hoang	Load FY25 Non Salary and Wages budget journals obtained from Hyperion feed files for UHD ONLY.	PS GL	N/A	N/A		N/A	N/A

University of Houston Systems  
Fiscal 2024 - 2025 Year End Processing Calendar

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							UH	UHCL	UHD	UHS	UHV
42	Fri	07/05/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Salary & Wages Budget Journals obtained from Hyperion feed files for UHD ONLY.	BDM	N/A	N/A		N/A	N/A
43	Fri	07/05/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
44	Fri	07/05/2024	FY24	M. Busch	Biweekly Trial Payroll for B070224	Payroll					
45	Sun	07/07/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
46	Mon	07/08/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 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	N/A	N/A		N/A	N/A
47	Mon	07/08/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 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	N/A	N/A		N/A	N/A
48	Mon	07/08/2024	FY24	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL					
49	Mon	07/08/2024	FY24	M. Busch	Biweekly Final Payroll for B070224 (Pay End Date 07/02/2024)	PS HRMS					
50	Tue	07/09/2024	FY25*	A. Hoang	Open FY25 Accounting period 1 for GL, PO, Req. for UHD ONLY to allow encumbrance processing for PO and Req. in FY25.	PS GL	N/A	N/A		N/A	N/A
51	Tue	07/09/2024	FY25*	A. Hoang	Open FY2025 Accounting period 1 AP for UHD.	PS GL	N/A	N/A		N/A	N/A
52	Tue	07/09/2024	FY24	M. Busch	Off-Cycle Payroll BF070924 & MF070924	PS HRMS					
53	Wed	07/10/2024	FY24	M. Busch	Absences are finalized at 12:00 for B071624 week 1	PS HRMS					
54	Fri	07/12/2024	FY24	Payroll	Payday for B070224	PS HRMS					
55	Fri	07/12/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
56	Fri	07/12/2024	FY24	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL					
57	Sun	07/14/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
58	Mon	07/15/2024	FY24	Payroll	Payday for MF070924 & BF070924	PS HRMS					
59	Wed	07/17/2024	FY24	M. Busch	Absences are finalized at 12:00 for B071624 week 2	PS HRMS					
60	Wed	07/17/2024	FY25*	A. Hoang	Load FY25 Non Salary and Wages budget journals obtained from Hyperion feed files for UHV ONLY.	PS GL	N/A	N/A	N/A	N/A	
61	Wed	07/17/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Salary & Wages Budget Journals obtained from Hyperion feed files for UHV ONLY.	BDM	N/A	N/A	N/A	N/A	

**University of Houston Systems**  
**Fiscal 2024 - 2025 Year End Processing Calendar**

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							UH	UHCL	UHD	UHS	UHV
62	Thu	07/18/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 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 ONLY.	Budget Office	N/A	N/A	N/A	N/A	
63	Thu	07/18/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Salary & Wages Budget journals loaded 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 ONLY.	Budget Office	N/A	N/A	N/A	N/A	
64	Thu	07/18/2024	FY24	M. Busch	Biweekly Trial Payroll for B071624	PS HRMS					
65	Fri	07/19/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
66	Fri	07/19/2024	FY25*	A. Hoang	Open FY25 Accounting period 1 for GL, PO, Req. for UHV ONLY to allow encumbrance processing for PO and Req. in FY25.	PS GL	N/A	N/A	N/A	N/A	
67	Sun	07/21/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL					
68	Mon	07/22/2024	FY24	M. Busch	Biweekly Final Payroll for B071624 (Pay End Date 07/16/2024)	PS HRMS					
69	Tue	07/23/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL		N/A	N/A		N/A
70	Tue	07/23/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	BDM		N/A	N/A		N/A
71	Tue	07/23/2024	FY24	M. Busch	Absences are finalized at 12:00 for M073124	PS HRMS					
72	Wed	07/24/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 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		N/A	N/A		N/A
73	Wed	07/24/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 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		N/A	N/A		N/A
74	Wed	07/24/2024	FY25*	A. Hoang	Load FY25 Non Salary and Wages budget journals obtained from Hyperion feed files for UHCL ONLY.	PS GL	N/A		N/A	N/A	N/A
75	Wed	07/24/2024	FY25*	A. Hoang/ UH Budget Office	Load FY25 Salary & Wages Budget Journals obtained from Hyperion feed files for UHCL ONLY.	BDM	N/A		N/A	N/A	N/A
76	Wed	07/24/2024	FY24	M. Busch	Absences are finalized at 12:00 for B073024 week 1	PS HRMS					
77	Wed	07/24/2024	FY24	M. Busch	Monthly Trial Payroll for M073124	PS HRMS					
78	Thu	07/25/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 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. UHCL ONLY.	Budget Office	N/A		N/A	N/A	N/A
79	Thu	07/25/2024	FY25*	Budget Office/ B. Duarte	Verify FY25 Salary & Wages Budget journals loaded 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. UHCL ONLY.	Budget Office	N/A		N/A	N/A	N/A
80	Thu	07/25/2024	FY24/25*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL		N/A	N/A		N/A

**University of Houston Systems**  
**Fiscal 2024 - 2025 Year End Processing Calendar**

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							UH	UHCL	UHD	UHS	UHV	
81	Thu	07/25/2024	FY25*	A. Hoang	Open FY25 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY25.	PS GL		N/A	N/A			N/A
82	Thu	07/25/2024	FY24	M. Busch	Monthly Final Payroll for M073124	PS HRMS						
83	Fri	07/26/2024	FY25*	A. Hoang	Open FY25 Accounting period 1 for GL, PO, Req. for UHCL ONLY to allow encumbrance processing for PO and Req. in FY25.	PS GL	N/A		N/A	N/A	N/A	
84	Fri	07/26/2024	FY25*	M. Kirshner/ Financial Systems	Load FY25 account code table (as of effective date 09/01/2024) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY25 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY25 Salary & wages budgets are loaded correctly.	PS HRMS						
85	Fri	07/26/2024	FY25*	Michael Burns	Extract from Hyperion Budget Module FY25 positions funding information and send to PS HRMS department budget staging table. For all campuses.	BDM						
86	Fri	07/26/2024	FY25*	HR Office/ M. Kirshner	Load FY25 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						
87	Fri	07/26/2024	FY25*	Michael Burns	Extract from Hyperion Budget Module FY25 pay rates data to load to staging table in HRMS for HR offices to review and approve. For all campuses.	BDM						
88	Fri	07/26/2024	FY24	Payroll	Payday for B071624	Payroll						
89	Fri	07/26/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS						
90	Fri	07/26/2024	FY24	M. Busch	Off-Cycle Payroll BF072624 & MF072624	Payroll						
91	Sun	07/28/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL						
92	Mon	07/29/2024	FY25*	HR Office/ M. Kirshner	Load FY25 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS						
93	Mon	07/29/2024	FY25*	Budget Office	Start reviewing FY25 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office						
94	Mon	07/29/2024	FY25*	HR Office/ M. Kirshner	Human Resources review and update FY25 pay rates in Job Data Staging Table for all campuses.	HR Office						
95	Wed	07/31/2024	FY24	M. Busch	Absences are finalized at 12:00 for B073024 week 2	PS HRMS						
96	Thu	08/01/2024	FY24	Payroll	Payday for M073124, MF072624 & BF072624	Payroll						
97	Thu	08/01/2024	FY24	M. Busch	Biweekly Trial Payroll for B073024	PS HRMS						
98	Fri	08/02/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS						
99	Sun	08/04/2024	FY24	A. Hoang	Post Postage charges UH and UHS.	PS GL						
100	Mon	08/05/2024	FY24	M. Busch	Biweekly Final Payroll for B073024 (Pay End Date 07/30/2024, Payday 08/09/2024)	Payroll						

University of Houston Systems  
Fiscal 2024 - 2025 Year End Processing Calendar

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							UH	UHCL	UHD	UHS	UHV
101	Mon	08/05/2024	FY24/25*	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 (Kolanda Daniels) all campuses.	PS HRMS					
102	Tue	08/06/2024	FY24	M. Busch	Payroll Leave Accrual	PS HRMS					
103	Tue	08/06/2024	FY24	M. Busch	Off-Cycle Payroll MF080624 & BF080624	PS HRMS					
104	Wed	08/07/2024	FY24	Campus Dept	Last day to Initiate ePRF Forms for FY24 Positions. All campuses.	PS HRMS					
105	Wed	08/07/2024	FY25*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS					
106	Wed	08/07/2024	FY24	M. Busch	Absences are finalized at 12:00 for B081324 week 1	PS HRMS					
107	Thu	08/08/2024	FY24	HR Office - Benefits	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
108	Fri	08/09/2024	FY24*	C. Rodriguez/ A. Hoang	Cavallo (all Campuses), Adroit (UH,UHS), Concur (for travel card payment) last feed for FY2024. Hold all future feed files received in August until Sep 2024 FY2025. (Note that Budget Reference must be changed to BP2025 for FY2025 feeds for Cavallo, Adroit)	PS GL					
109	Fri	08/09/2024	FY24*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroi and Postal Services.	PS GL					
110	Fri	08/09/2024	FY24*	A. Hoang	Create FY24 telephone zero encumbrance transactions for DTN. Note: Verify August telephone charge is fed prior to this job. Verify transactions after expense feed and prior to closing.	PS GL	N/A	N/A		N/A	N/A
111	Fri	08/09/2024	FY24	Payroll	Payday for B073024	Payroll					
112	Fri	08/09/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
113	Sun	08/11/2024	FY24*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL		N/A	N/A		N/A
114	Mon	08/12/2024	FY24	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL					
115	Wed	08/14/2024	FY24*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2024 feed that includes state funds).	PS GL		N/A	N/A		N/A
116	Wed	08/14/2024	FY24	M. Busch	Absences are finalized at 12:00 for B081324 week 2	PS HRMS					
117	Thu	08/15/2024	FY25*	College/Division Administrator	Departments can begin creating and submitting FY25 ePRF Forms. All campuses.	PS HRMS					
118	Thu	08/15/2024	FY25*	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					
119	Thu	08/15/2024	FY25*	All Campuses/ A. Hoang	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.	ACC/Fin. Systems					
120	Thu	08/15/2024	FY25*	A. Hoang	Load FY25 UCI/WCI (all campuses) rates to PS GL allocations for FY25. Send the new rates to Human Resources (M. Kirshner)	Fin Systems					

University of Houston Systems  
Fiscal 2024 - 2025 Year End Processing Calendar

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							UH	UHCL	UHD	UHS	UHV
121	Thu	08/15/2024	FY24	A. Hoang	Create FY24 postage zero encumbrance transactions. (UH, SYS). Note: Verify August postage is fed prior to this job. Feed in daily. Verify transactions after expense feed and prior to closing.	PS GL		N/A	N/A		
122	Thu	08/15/2024	FY24	Payroll	Payday for MF080624 & BF080624	PS HRMS					
123	Thu	08/15/2024	FY24	M. Busch	Biweekly Trial Payroll for B081324	PS HRMS					
124	Fri	08/16/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
125	Fri	08/16/2024	FY25*	HR Office/ UH Budget Office /M. Kirshner	Load position funding information to PS HRMS from Hyperion Budget Module for all campuses. (note: FY25 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM					
126	Mon	08/19/2024	FY24	M. Busch	Biweekly Final Payroll for B081324 (Pay End Date 08/13/2024, Payday 08/23/2024)	Payroll					
127	Tue	08/20/2024	FY24	M. Busch	Absences are finalized at 12:00 for M083124	PS HRMS					
128	Wed	08/21/2024	FY24*	A. Hoang/ O. Guo	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2025 Cost Center file to Concur	PS GL					
129	Wed	08/21/2024	FY24	G. McClain/ A. Hoang	August Payroll Liabilities allocations. Including: ERS liab., TRS liab., Payroll due from/due to campus to Sys., Payroll receivable from State at Sys, AP bank, HR bank (After B081324 HR journals posted)	PS GL					
130	Wed	08/21/2024	FY24*	A. Hoang/ R.Walker	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2024 USAS HR reimbursement.	PS GL					
131	Wed	08/21/2024	FY24	M. Busch	Absences are finalized at 12:00 for B082724 week 1 (08/14/2024 - 08/27/2024)	PS HRMS					
132	Thu	08/22/2024	FY24	M. Busch	Monthly Trial Payroll for M083124	PS HRMS					
133	Fri	08/23/2024	FY24*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to AssetWorks.	PS GL					
134	Fri	08/23/2024	FY24	Payroll	Payday for B081324	Payroll					
135	Fri	08/23/2024	FY24	M. Busch	Monthly Final Payroll for M083124 (HOLD HR journals until all August Payroll allocations posting completed on 8/21/24)	PS HRMS					
136	Fri	08/23/2024	FY24	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
137	Fri	08/23/2024	FY24	M. Busch/ A. Hoang	M083124 payroll journals must be FY24 Accrual Expenditures (Cash only) (Hold M083124 HR journals until all August Payroll allocations posting completed on 8/21/24)	PS HRMS / PS GL					
138	Fri	08/23/2024	FY25*	A. Hoang	Open FY2025 Accounting period 1 AP for UH, UHCL, UHV, and UHS.	PS GL			N/A		
139	Fri	08/23/2024	FY25*	HR Office/ M. Kirshner	Load FY25 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY25 account code table must be loaded prior to this task) All campuses.	PS HRMS					
140	Fri	08/23/2024	FY24	All Campuses AP Dept	Run batch processes to close or delete FY24 credit vouchers. All campuses.	PS GL					
141	Mon	08/26/2024	FY24	M. Busch	Off-Cycle Payroll MF082624 & BF082624	PS HRMS					

University of Houston Systems  
Fiscal 2024 - 2025 Year End Processing Calendar

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							UH	UHCL	UHD	UHS	UHV
142	Wed	08/28/2024	FY24	M. Busch	Absences are finalized at 12:00 for B082724 week 2	PS HRMS					
143	Thu	08/29/2024	FY24	M. Busch	Biweekly Trial Payroll for B082724	PS HRMS					
144	Fri	08/30/2024	FY24	M. Busch	Last Reallocation Process for FY2024 Period 12	Payroll					
145	Fri	08/30/2024	FY24*	A. Hoang	Final FY2024 AP check run for all campuses	AP					
146	Fri	08/30/2024	FY24*	HR Office/ M. Kirshner	Last FY24 ABBR Calc Program Run	PS HRMS					
147	Fri	08/30/2024	FY25*	M. Kirshner	Roll Department Budget State Rule table from FY24 to FY25. (note: FY25 account code table must be loaded prior to this task)	PS HRMS					
148	Fri	08/30/2024	FY25*	State Accounting	Review and finalize FY25 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Sherry Hawn; D: Theresa Meneley; V: Stephanie Machicek)	State Accounting Office					
149	Fri	08/30/2024	FY24/25*	M. Kirshner	Complete all Annual Security Review Audit in HR	PS HRMS					
150	Fri	08/30/2024	FY25*	Budget Office/ Financial Systems	FY25 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL).	Budget Office			N/A	N/A	N/A
151	Fri	08/30/2024	FY24	M. Busch	Biweekly Final Payroll for B082724	Payroll					
152	Sat	08/31/2024	FY24*	All Campuses Dept	No vouchers create (close FY2024 Acctg Peroid 12 for AP&PO and FY2025 Acctg Period 1 for AP at 8:00 AM)	Dept					
153	Sat	08/31/2024	FY24/25*	A. Hoang	PO Carryforward Process to create FY25 encumbrances and BP2025 budget for unliquidated FY24 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					
154	Sun	09/01/2024	FY24*	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					
155	Mon	09/02/2024	FY24	Payroll	Payday for M083124, MF082624 & BF082624	Payroll					
156	Mon	09/02/2024	FY24	M. Busch	Absences are finalized at 12:00 for B083124 week 1	PS HRMS					
157	Tue	09/03/2024	FY25*	L. Lockett	Leave Liability Report, Terminated and Deceased report.	Financial Reporting					
158	Tue	09/03/2024	FY24*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2024. All campuses.	PS HRMS					
159	Tue	09/03/2024	FY24*	A. Hoang	B083124 Biweekly Final must be FY24 Accrual Expenditures (Cash only)	PS GL					
160	Tue	09/03/2024	FY25*	A. Hoang	First FY2025 AP check run for all campuses	AP					
161	Tue	09/03/2024	FY24*	A. Hoang	Zero payroll FY24 payroll encumbrances in PS GL. (this step need to wait until after the last FY2024 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL					
162	Wed	09/04/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B091024 week 1						



University of Houston Systems  
Fiscal 2024 - 2025 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
163	Wed	09/04/2024	FY25*	M. Busch	Payroll Leave Accrual	Payroll					
164	Thu	09/05/2024	FY24*	M. Busch	Monthly - FY24 Vacation Roll-Over Deadline	PS HRMS					
165	Thu	09/05/2024	FY25*	M. Busch	FY2025 Payroll Initial Encumbrances	PS HRMS					
166	Fri	09/06/2024	FY24*	Payroll	Payday for B082724	Payroll					
167	Fri	09/06/2024	FY24*	A. Hoang	Final Physical Plant (PHP) charges (August Expenses) for local funds only UH and UHS (last FY2024 journal upload).	PS GL		N/A	N/A		N/A
168	Fri	09/06/2024	FY24/998*	M. Busch	First FY24 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
169	Fri	09/06/2024	FY25*	HR Office - Benefits	First FY25 ABBR Calc Program Run (Change Run Parameter to FY25)	PS HRMS					
170	Fri	09/06/2024	FY25*	L. Lockett	Complete FY25 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL			N/A	N/A	N/A
171	Mon	09/09/2024	FY24*	HR Office - Benefits	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
172	Mon	09/09/2024	FY24	A. Hoang	PS GL EOM for August (with TRS liab, ORP liab and special Year End Payroll Accrual allocations)	PS GL					
173	Tue	09/10/2024	FY25*	Payroll	Off Cycle for MF091024 & BF091024	PS HRMS					
174	Wed	09/11/2024	FY24/998*	M. Busch	Final FY24 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office, UHD & UHV Budget Office.	Payroll					
175	Wed	09/11/2024	FY24/998*	Gretta McClain/ A. Hoang	FY24/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					
176	Wed	09/11/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B091024 week 2	Payroll					
177	Thu	09/12/2024	FY25*	M. Busch	Biweekly Trial Payroll for B091024	PS HRMS					
178	Fri	09/13/2024	FY25*	HR Office - Benefits	ERS Salary File create	PS HRMS					
179	Fri	09/13/2024	FY25*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
180	Fri	09/13/2024	FY25*	HR Office - Benefits	Complete Review of FY25 ABBR Calcs	PS HRMS					
181	Fri	09/13/2024	FY25*	A. Hoang	UHD - Telephone Initial Encumbrances for FY25.	PS GL	N/A	N/A		N/A	N/A
182	Mon	09/16/2024	FY25*	Payroll	Payday for MF091024 & BF091024	PS HRMS					
183	Mon	09/16/2024	FY25*	M. Busch	Biweekly Final Payroll for B091024	PS HRMS					

University of Houston Systems  
Fiscal 2024 - 2025 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
184	Mon	09/16/2024	FY24(998)/ FY25*	Campus Acctg Offices/ A. Hoang	FY24 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					
185	Mon	09/16/2024	FY25*	A. Hoang	AP Accrual reversal in Period 1, FY25.	PS GL					
186	Tue	09/17/2024	FY25*	M. Busch	Absences are finalized at 12:00 for M093024	PS HRMS					
187	Wed	09/18/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B092424 week 1	Payroll					
188	Thu	09/19/2024	FY24/998*	A. Hoang	PS GL FY24/998 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: FY24 Voucher Accruals journals must be posted before starting the FY24/998 Admin Charge process for UH.	PS GL					
189	Thu	09/19/2024	FY24/998*	A. Hoang	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHCL, UHD, UHV, UHS	PS GL					
190	Thu	09/19/2024	FY25*	M. Busch	Monthly Trial Payroll for M093024	PS HRMS					
191	Fri	09/20/2024	FY25*	Payroll	Payday for B083124 & B091024	Payroll					
192	Fri	09/20/2024	FY25*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
193	Fri	09/20/2024	FY25*	M. Busch	Monthly Final for M093024	PS HRMS					
194	Mon	09/23/2024	FY25*	Payroll	Off Cycle for MF092324 & BF092324	Payroll					
195	Tue	09/24/2024	FY25*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY25.	PS GL		N/A	N/A		N/A
196	Wed	09/25/2024	FY25*	M. Busch	Absences are finalized at 12:00 for B092424 week 2	Payroll					
197	Thu	09/26/2024	FY25*	M. Busch	Biweekly Trial Payroll for B092424	PS HRMS					
198	Fri	09/27/2024	FY25*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
199	Mon	09/30/2024	FY25*	M. Busch	Biweekly Final Payroll for B092424	PS HRMS					
200	Tue	10/01/2024	FY25*	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for September	PS GL					
201	Mon	10/07/2024	FY25*	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL					
202	Fri	10/11/2024	FY24*	L. Skweres-Fluharty	FY24 Reseach expenditure download to Research Information Center (UH only)	Financial Report		N/A	N/A	N/A	N/A
203	Wed	10/16/2024	FY24*	L. Skweres-Fluharty	Component AFR's due to Financial Reporting Dept.	AFR					

University of Houston Systems  
 Fiscal 2024 - 2025 Year End Processing Calendar

Item #	Day	Date	FY	Responsibility	Activity	Application	Completion Date				
							UH	UHCL	UHD	UHS	UHV
204	Wed	10/16/2024	FY24*	A. Hoang	NO MORE Journals TO FY24. FY24 PS GL close for all campuses	PS GL					
205	Fri	11/01/2024	FY24	C. Rodriguez/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
206	Fri	11/15/2024	FY24*	L. Skweres-Fluharty	AFR due to Austin	Financial Report					