

2022-2023 TEAR-END DEPARTMENTAL DEADLINES

Dept	Item #	Task/Description	Deadline	Day
PCS	1	Last day to submit hard copy requisitions for 2022/2023 renewal contracts (SA) as requested by Procurement (not service order renewals).	3/3/2023	Fri
PCS	2	Campus Departments to verify validity of outstanding encumbrances (purchase orders). See Finance Reference Training "PO Open Encumbrance Report in Sac Vault (Cognos)" Job Aid under the Financial Section at the following location: http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf	3/3/2023	Fri
PCS	3	Last day to submit CFS requisitions for purchases or services over \$50,000 for the current fiscal year.	3/24/2023	Fri
FM	4	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/30/2023	Thu
FM	5	Last day to submit project requests for summer work ending on or before August 31	3/30/2023	Thu
BPA	6	Last day for Division/College analysts to submit organizational changes (which affect ownership of department IDs) and Department Chartfield changes (deactivations, new request, updates) to be effective July 1.	4/14/2023	Fri
BPA	7	Last day to submit approved Release Time requests to Budget Office for credit in 2022/2023.	5/15/2023	Mon
AP	8	Last day for all ProCard charges to be applied to the 2022-2023 fiscal year. Credit card charges not posted on this statement and for the month of June will be billed in the 2023-2024 fiscal year.	5/15/2023	Mon
HR, PAY	9	Last day to submit 2022/2023 Personnel Transaction Forms (PTFs) to Human Resources for reappointments ending June 30.	5/19/2023	Fri
AP	10	Last day to submit Concur Expense Reports, Direct Payment and Reimbursement Requests to Accounts Payable to ensure payment in 2022-2023.	5/26/2023	Fri
IRT	11	Last day to submit telephone services and network service requests to IRT on the Telecommunications Service order form for current fiscal year. (CCR)	5/31/2023	Wed
Campus	12	Jobs submitted to University Print must be completed by this date to be billed to fiscal year 2022/2023. All jobs completed after this date will be billed to next fiscal year. (CCR)	5/31/2023	Wed
Campus, BO	13	Last day to incur 2022/2023 charges for photocopy, postage, and OneCard (credit accounts only-Cr Accts are billed in arrears to internal depts.). (CCR)	5/31/2023	Wed
AS	14	FINAL Chargeback charges to be billed in 2022/2023 due from Service Providers for charges through May 2023 (Please note - June 2023 will be billed in 2023/2024). IRT will confirm that Chargeback files have been received by all Service Providers. (note: always last calendar date of month e.g. 31st) (CCR)	5/31/2023	Wed
OFA	15	Personal Transaction Forms (PTFs) for Faculty positions effective Fall 2023 (Deans to Human Resources): -Sabbaticals and Difference-in-Pay for 2023-2024 academic year (appointment and separation); -Fall 2023 FERP faculty (appointment and separation); -New and appointed Department Chairs; -2023-2024 Leaves without Pay (LWOP) (appointment and separation)	6/1/2023	Thu
PCS	16	Last day to submit requisitions, through CFS, for purchase and service orders up to \$50,000 for 2022/2023 fiscal year (including requests for Payment in Advance – PIA). Note: Deadline for requisitions over \$50,000 is an earlier date	6/2/2023	Fri
PAY	17	Last day to submit 5/1 – 5/20 Federal Work Study (FWS) attendance reports by 3pm.	6/2/2023	Fri
PAY	18	Last day to submit 5/1 – 5/31 student assistant reports by 3pm.	6/2/2023	Fri
Campus	19	Last day to submit requests for CPO to AS for processing in 2022/2023	6/2/2023	Fri
BO	20	Last day for employees to submit Petty Cash reimbursement to the Bursar's Office to ensure funds are expended in 2022/2023. Submit by 4:00 pm.	6/5/2023	Mon

2022-2023 TEAR-END DEPARTMENTAL DEADLINES

Dept	Item #	Task/Description	Deadline	Day
AP	21	Last day for May ProCard Statement reconciliations and on-line adjustments in CFS. Submit by 4 PM.	6/7/2023	Wed
PCS	22	Last day to submit approved May ProCard Statements with receipts to Procurement. Submit by 4 PM.	6/9/2023	Fri
AP	23	Last day to submit SAFDN and SACST invoices, UFSS and Concur Travel Expenses, or other items requiring payment by June 30. Due by 12:00 Noon to the Accounts Payable office. After this date, all invoices must still be submitted as soon as possible for audit purposes. Note: UFSS Check Requests, Reimbursement Requests, Direct Pay Requests and Travel Advance payments are on previous due dates above.	6/9/2023	Fri
BPA, PAY	24	Last day to submit manual payroll adjustments/corrections for payroll occurring through May 31 to the Budget Office. Should be done after May month end close.	6/12/2023	Mon
BO	25	Last day to submit requests for invoices to the Bursar's Office from other areas for services through May.	6/19/2023	Mon
BPA	26	Last day for Program Center Contacts to submit budget transfers.	6/19/2023	Mon
AS	27	Last date to submit expenditure transfers for processing in fiscal year 2022/2023.	6/19/2023	Mon
CAMPUS	28	Last day to enter Stock Received Reports	6/20/2023	Tue
PAY	29	Cut-off date for June docks and master payroll.	6/21/2023	Wed
AP, BO, PAY	30	Final AP check run, ACH and EFT processing for 2022/2023 fiscal year from vouchers processed on June 23. No entries to CFS Accounts Payable on this date.	6/26/2023	Mon
BO, AS	31	All Cashiering Locations will close at 3:00 p.m. today.	6/30/2023	Fri
PCS	32	First day to submit requisitions through CFS, SACST/SAFDN for purchase, service for the 2023/2024 fiscal year.	7/5/2023	Wed

Office Area Key:

AP	Accounts Payable
AS	Accounting Services
ATH	Athletics
BAS	Business & Administrative Services
BIS	Business Information Systems
BO	Bursar' Office (SFSC)
BPA	Budget, Planning & Administration
CCE	College of Continuing Education
FA	Financial Aid
FM	Facilities Management
FSIT	Financial Services Information Technology
HR	Human Resources
IRT	Information Resources & Technology
LIB	Library
PAY	Payroll
PCS	Procurement
REC	Receiving
UTAPS	University Transportation and Parking Services