

2023-2024 Payroll, Budget & ProCard Reconciliation Calendar

Color Key
Payroll Due Dates
Budget Reconciliation & Review Due Dates
Procard Due Dates

<input checked="" type="checkbox"/>		NOVEMBER 2023 DEADLINES
	1	October ProCard Due to Approver
	2	Approvers: Deadline to Approve October Timesheets Absence Self Service Approvers: Approve Absences online
	3	Department Budget Reconciliation Due (Department Staff)
	6	Head Timekeepers: Deadline for October Time Correction Verification
	6	October ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
	8	October ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
	9	Analyst Review of Budgets Due (SABR Analysts)
	10	Veteran's Day Holiday
	11	Division Roll-up Due (Sr Budget Analyst)
	15	PTF's due to Human Resources
	20	Docks must be reported to the Payroll Office
	23	Thanksgiving Holiday
	27	November ProCard Transactions available in CFS (October 24, 2023-November 22, 2023)
	30	Mid-Month Paid Employees: Deadline to enter November Hours Worked (11/1 through 11/30) Absence Self Service Users: Key Absence for 11/1 through 11/30

<input checked="" type="checkbox"/>		DECEMBER 2023 DEADLINES
	1	November ProCard Due to Approver
	4	Approvers: Deadline to Approve November Timesheets Absence Self Service Approvers: Approve Absences online
	5	Department Budget Reconciliation Due (Department Staff)
	7	November ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
	6	Head Timekeepers: Deadline for November Time Correction Verification
	11	November ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
	12	Analyst Review of Budgets Due (SABR Analysts)
	13	Division Roll-up Due (Sr Budget Analyst)
	14	PTF's due to Human Resources
	19	Docks must be reported to the Payroll Office
	21	Mid-Month Paid Employees: Deadline to enter December Hours Worked (12/1 through 12/31) Absence Self Service Users: Key Absence for 12/1 through 12/31
<input checked="" type="checkbox"/>	22	Gifted Holiday
<input checked="" type="checkbox"/>	25-29	Winter Holiday Break

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<input checked="" type="checkbox"/>		JANUARY 2024 DEADLINES
<input checked="" type="checkbox"/>	1	New Years Day Holiday
	2	December ProCard Transactions available in CFS (November 23, 2023-December 22, 2023)
	3	December ProCard Due to Approver
	3	Approvers: Deadline to Approve December Timesheets Absence Self Service Approvers: Approve Absences online
	4	Department Budget Reconciliation Due (Department Staff)
	5	December ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
	5	Head Timekeepers: Deadline for December Time Correction Verification
	9	December ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
	10	Analyst Review of Budgets Due (SABR Analysts)
	11	Division Roll-up Due (Sr Budget Analyst)
<input checked="" type="checkbox"/>	15	Martin Luther King Jr. Holiday
	17	PTF's due to Human Resources
	22	Docks must be reported to the Payroll Office
	23	January ProCard Transactions available in CFS (December 23, 2023-January 22, 2024)
	30	Mid-Month Paid Employees: Deadline to enter January Hours Worked (1/1 through 1/30) Absence Self Service Users: Key Absence for 1/1 through 1/30

<input checked="" type="checkbox"/>		FEBRUARY 2024 DEADLINES
	1	January ProCard Due to Approver
	1	Approvers: Deadline to Approve January Timesheets Absence Self Service Approvers: Approve Absences online
	2	Department Budget Reconciliation Due (Department Staff)
	5	Head Timekeepers: Deadline for January Time Correction Verification
	6	January ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
	8	January ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
	8	Analyst Review of Budgets Due (SABR Analysts)
	9	Division Roll-up Due (Sr Budget Analyst)
	16	PTF's due to Human Resources
	21	Docks must be reported to the Payroll Office
	23	February ProCard Transactions available in CFS (January 23, 2024-February 22, 2024)
	29	Mid-Month Paid Employees: Deadline to enter February Hours Worked (1/31 through 2/29) Absence Self Service Users: Key Absence for 1/31 through 2/29

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<input checked="" type="checkbox"/>		MARCH 2024 DEADLINES
	1	February ProCard Due to Approver
	4	Approvers: Deadline to Approve February Timesheets Absence Self Service Approvers: Approve Absences online
	5	Department Budget Reconciliation Due (Department Staff)
	6	Head Timekeepers: Deadline for February Time Correction Verification
	6	February ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
	8	February ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
	11	Analyst Review of Budgets Due (SABR Analysts)
	12	Division Roll-up Due (Sr Budget Analyst)
	18	PTF's due to Human Resources
	21	Docks must be reported to the Payroll Office
	25	March ProCard Transactions available in CFS (February 23, 2024-March 22, 2024)
	29	March ProCard Due to Approver
	29	Mid-Month Paid Employees: Deadline to enter March Hours Worked (3/1 through 3/31) Absence Self Service Users: Key Absence for 3/1 through 3/31

<input checked="" type="checkbox"/>		APRIL 2024 DEADLINES
<input checked="" type="checkbox"/>	1	Cesar Chavez Holiday
	3	Approvers: Deadline to Approve March Timesheets Absence Self Service Approvers: Approve Absences online
	4	Department Budget Reconciliation Due (Department Staff)
	4	March ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
	5	Head Timekeepers: Deadline for March Time Correction Verification
	8	March ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
	10	Analyst Review of Budgets Due (SABR Analysts)
	11	Division Roll-up Due (Sr Budget Analyst)
	17	PTF's due to Human Resources
	22	Docks must be reported to the Payroll Office
	23	April ProCard Transactions available in CFS (March 23, 2024-April 22, 2024)
	30	Mid-Month Paid Employees: Deadline to enter April Hours Worked (4/1 through 4/30) Absence Self Service Users: Key Absence for 4/1 through 4/30

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1	April ProCard Due to Approver
2	Approvers: Deadline to Approve April Timesheets Absence Self Service Approvers: Approve Absences online
3	Department Budget Reconciliation Due (Department Staff)
6	April ProCard Reconciliations/adjustments must be complete by 5:00 p.m.
6	Head Timekeepers: Deadline for April Time Correction Verification
8	April ProCard Statements are due in Procurement and Contract Services by 5:00 p.m.
9	Analyst Review of Budgets Due (SABR Analysts)
10	Division Roll-up Due (Sr Budget Analyst)
16	PTF's due to Human Resources
21	Docks must be reported to the Payroll Office
23	May Procard Transactions available in CFS (April 23, 2024-May 22, 2024)
<input checked="" type="checkbox"/>	27 Memorial Day Holiday
30	Mid-Month Paid Employees: Deadline to enter May Hours Worked (5/1 through 5/30) Absence Self Service Users: Key Absence for 5/1 through 5/30
31	May ProCard Due to Approver

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<input checked="" type="checkbox"/>	JUNE 2024 DEADLINES
3	Approvers: Deadline to Approve May Timesheets Absence Self Service Approvers: Approve Absences online
4	Department Budget Reconciliation Due (Department Staff)
5	Head Timekeepers: Deadline for May Time Correction Verification
6	May Procard Reconciliations/adjustments must be complete by 5:00 p.m.
8	May Procard Statements are due in Procurement and Contract Services by 5:00 p.m.
10	Analyst Review of Budgets Due (SABR Analysts)
11	Division Roll-up Due (Sr Budget Analyst)
14	PTF's due to Human Resources
19	Docks must be reported to the Payroll Office
<input checked="" type="checkbox"/>	19 Juneteenth Holiday
25	June Procard Transactions available in CFS (May 23, 2024-June 24, 2024)
28	Mid-Month Paid Employees: Deadline to enter June Hours Worked (5/31 through 6/30) Absence Self Service Users: Key Absence for 5/31 through 6/30