

Humboldt State University, HSU Advancement Foundation and Sponsored Programs Foundation

Summary of Year-End Dates for Fiscal Year 2015/2016
Documents must be received by the Critical Year-End Date

IMPORTANT read Fiscal Year 2015/2016 Critical Year-End Date Memo for more information

Accounts Payable	
http://www.humboldt.edu/accounts payable/	
<u>Description</u>	<u>Critical Year-End Dates</u>
Payment Request Forms (Direct Pay, Hospitality, Guest Lecturer, Employee Recruitment, etc.) with appropriate attachments	June 10, 2016
Accounts Payable Change Requests	June 20, 2016

Requisition and Purchase Order Transactions	
http://www.humboldt.edu/procurement/index.html	
<u>Description</u>	<u>Critical Year-End Dates</u>
Requisitions over \$50,000 must be approved and budget checked	May 13, 2016
Requisitions under \$50,000 must be approved and budget checked	June 24, 2016
Purchase Order Change Requests	June 24, 2016
Begin Entering 2016/17 Requisitions	June 27, 2016
All Blanket Purchase/Service Orders will be closed, no exceptions	June 30, 2016
ProCard orders appearing on June Statement	June 15, 2016
ProCard June Statements due to Accounts Payable	June 28, 2016

Payroll Transactions	
http://www.humboldt.edu/hsuhr/payroll/	
<u>Description</u>	<u>Critical Year-End Dates</u>
Payroll Expenditure Transfers	May 2, 2016
College Work Study Vouchers	May 20, 2016
ALL payroll documentation for appointments and separations for 2015/2016	June 13, 2016

Accounting Transactions	
http://www.humboldt.edu/accounting/	
<u>Description</u>	<u>Critical Year-End Dates</u>
Non-payroll expenditure/cash transfers	June 22, 2016
Invoicing Request	June 13, 2016

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Budget Transactions http://www.humboldt.edu/budget/	
<u>Description</u>	<u>Critical Year-End Dates</u>
Budget transfers (HMCMP only)	May 31, 2016

Accounts Payable:

- Request for Direct Pay/Hospitality/Guest Lecturer/Employee Recruitment, etc. must be received, along with the appropriate support documentation by the posted cutoff date in order to be paid against the 2015/2016 budget.
- To change chart fields on paid transactions please use the Change Request Form, which can be found at <https://www.humboldt.edu/forms/content/change-request-form>. This form should be submitted to Accounts Payable as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.
- Travel will continue to be processed as in the prior months. Travel that has been completed by the last day of the fiscal year, which has not yet been submitted on a Travel Expense Claim, will remain encumbered. Travel that has not been completed by the end of the fiscal year will also remain encumbered. Travel that has a completion date of more than 90 days after the beginning of fiscal year 2016/2016 will not be encumbered in fiscal year 2015/2016 unless approved by the Vice President, Administration & Finance (This does not apply to SPF).

Procurement:

- Purchase Requisitions **over** \$50,000 must be approved and budget checked by the posted cutoff date. This is necessary in order to comply with the CSU formal solicitation (bid) process.
- Purchase Requisitions **under** \$50,000 must be approved and budget checked by the posted cutoff date.
- All Blanket Purchase/Service Orders will be closed on June 30th and any remaining balance will be disencumbered, no exceptions. Any invoices received after the Blanket Purchase/Service Order has been closed must be processed as a direct pay and will be paid against the 2015/2016 budget.
- **ProCard** – Transactions posted to the statement ending June 15th will be expensed in

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fiscal year 2015/2016.

- Note: Transactions usually take several days from order date before they post to the statement, so make sure to allow for that lag time if you want the expense in fiscal year 2015/2016.
- **ProCard** statements are due to Accounts Payable no later than June 28th at 10:00 am
- To change chart fields on purchase orders please use the Change Request Form, which can be found at <https://www.humboldt.edu/forms/content/change-request-form>. This form should be submitted to Accounts Payable as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.

Payroll:

- Intermittent hourly and student assistant will be processed according to regular monthly processing procedures.
- Time sheets for all Federal Work Study students must be received by the Payroll Office no later than the posted date to be paid from Federal Work Study funds. Time sheets received after this date cannot be processed as Work Study. Consequently, there can be no reimbursement for the late payroll and the department or off-campus employer will be liable for the full payroll cost.
- Requests for payroll expenditure transfers must be received in the Payroll Office by the posted date to ensure processing.
- Any labor adjustments need to be received by the Payroll Office by May 2nd to be included in the May pay tape (not June).
- ALL payroll documentation for appointments and separations for 2015/2016 must be received in the Payroll Office by the posted date to be processed for June payroll.

General Accounting:

- Non-payroll and non-accounts payable expenditure transfers will continue to be processed as in the prior months. These expenditure transfer requests may be submitted using either email or memo. These requests should be submitted as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.
- Cash transfer requests within CSU fund 496 will continue to be processed as in the

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prior months. Cash transfer requests may be submitted using either email or memo by the person authorized by the trust agreement to spend funds from where the funds are being transferred out of. These requests should be submitted as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.

Accounts Receivables:

- Invoicing requests should be submitted as soon as possible, and will not be guaranteed after the posted deadline. Invoicing request received after the deadline will be processed as time allows.

Budget:

- Requests to revise budgets should be submitted as soon as possible, and will not be guaranteed after the posted deadline. Requests received after the deadline will be processed as time allows.

Send requests for budget transfers using the Budget Transfer Template, located at <http://www.humboldt.edu/budget/forms.html>, to budget@humboldt.edu, SBS - Room 345.

General:

Questions should be directed to Business Services Info and Drop off Center, Student Business Services Building, Room 345, extension 3512.