

2025

CALENDAR YEAR

AUGUST

CALENDAR MONTH

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	01
			Financial Reporting - Pass through confirmations begin, start SPTR & SEFA	Last day for budget authority approval of EAJ requisition in workflow Employees enter time for pay period ending 7/31 Supervisors approve time for pay period ending 7/31 Budget - CA Distrib & GL Post Semi Monthly HR Eform - Human resources must receive all FY 25 PAF/eform documents for assignments, including retroactive assignment changes
04	05	06	07	08
			June Reconciliations Due	Printing/Copying Services - Last day to request Copy Center services for charges to be recorded in FY 25
11	12	13	14	15
Requisition Entry Cutoff Last day for Budget Authority approval of Informal Bid, Requisitions, GPO Requisitions, Small Purchase Requisitions, eShop orders		UT Tyler Procard Reconciliation All procurement credit card transactions must be reconciled and marked "Verified"	Budget - CA Distrib & GL Post Semi-Monthly Budget transfer request- All budget transfer requests need to be in budget office by end of day.	Last day to submit Asset Transfer Request NO RETROS WILL BE PROCESSED AFTER THIS DATE
For HSC / PS - Deadlines for Travel Reimbursement (RTV) or Payment Request Form (PRF) document submission in complete and signed status				UT Tyler Procard Review/Approval - Budget Authorities For UT Tyler UT Share/PS - Data Entry Deadlines for: PO Vouchers and Non-PO Vouchers Travel Authorizations Expense Reports
18	19	20	21	22
Employees enter time for pay period ending 8/15 Supervisors approve time for pay period ending 8/15				Salaried Non-Exempt Overtime Comp entry cutoff
UT Share/PS Travel Auth or Expense Report Approval Deadline for Employee Certification & Supervisor/ Budget Authority Approval Ap Voucher & Expense Report Chartfield Corrections due to Accounts Payable Requisitions in pending status or open status must be cancelled by the requester and re-entered on or after Tuesday	AP Backoffice last day for PaymentWorks payee record approvals.			Follett Invoice cut off related to FY25 funding Sodexo Catering Invoice cut off related to FY25 funding Budget - CA Distrib & GL Post Monthly
FY 25 PO's \$15,000 or greater that are pending procurement approval and which have supporting documentation will be reviewed for processing and approval from August 20th to August 22nd. PO's in this status which can not be final approved by close of business August 22nd will be cancelled. This also includes any PO's related to contracts that have not been approved (in legal for signature that have not been executed) will be closed and re-entered after Sept 1.				
25	26	27	28	29
Financial Aid - Last day for drawdowns for the year. Everything from the 3rd to the last business day of the year should be drawn down no later than today in order to receive funds by the end of the year.	AP Backoffice last morning for PO Voucher approvals and all PO Voucher must pay out in Pay Cycle AP Backoffice last day for PO Voucher approvals.		AP Backoffice last scheduled Pay Cycle for remaining ERS and non-PO vouchers	Financial Reporting -SPTR & SEFA 1st round accruals deadline, 2nd round accruals begin
PO Receiving Cut off Advancement-Endowment overview due to Financial				Advancement- NACUBO Endowment Confirmation due Cash Receipts due to Cashier's office Deposit/Receipts for SBS and Treasury

Color Key
Accounts Payable
Cash manager
Student Business Services
Payroll
Financial Aid
Financial reporting
Budgeting
Advancement
Campus wide