# Finance Center 2023 Fiscal Year-End Transactional Processing Schedule

<table>
<thead>
<tr>
<th>Process/Task</th>
<th>Submission</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accelerated Payroll</strong></td>
<td>Record all hours for 6/18 - 7/1</td>
<td>All Biweekly Non-Union Employees Thurs, June 29, 4:00pm</td>
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<tr>
<td>Time Detail Report Run</td>
<td>Finance Center</td>
<td>Fri, June 30, 7:00am</td>
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<tr>
<td>Corrections and Approval Complete</td>
<td>Biweekly Non-Union Supervisors</td>
<td>Fri, June 30, 11:00am</td>
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<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center (Non-Union)</td>
<td>Fri, June 30, 4:00pm</td>
</tr>
<tr>
<td>Weekly Union Approval Complete</td>
<td>Union Payroll Supervisors Sun, July 2, 9:00am</td>
<td></td>
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<tr>
<td>Finance Center Approval Complete</td>
<td>Finance Center Mon, July 3, 9:00am</td>
<td></td>
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<tr>
<td>FY2023 Labor Reports Review for FUTURE Labor Distribution Corrections</td>
<td>MYLS eForm for Future Payroll Mon, June 19</td>
<td></td>
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<tr>
<td>FY2023 Labor Reports Review for PRIOR Labor Distribution Corrections</td>
<td>Wage Transfer eForm for Prior Payroll Fri, June 30</td>
<td></td>
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<tr>
<td>FY2024 Labor Distribution Changes</td>
<td>MYLS eForm for Future Payroll Now (No need to wait)</td>
<td></td>
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<tr>
<td>FY2023 Biweekly PA Requests (new hire, terminations, transfers, etc.)</td>
<td>General Request eForm Fri, June 9</td>
<td></td>
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<tr>
<td>FY2023 Exempt PA Requests (new hire, terminations, transfers, etc.)</td>
<td>General Request eForm Fri, June 16</td>
<td></td>
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<tr>
<td><strong>FY2023 Last Day Biweekly PTO</strong></td>
<td>Kronos Sat, June 17</td>
<td></td>
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## Check Deposits
- Check Deposits by 12:00PM
  - Cashier's Office Fri, June 23

## Journal Entries, Corrections, and Transfers (including AP Corrections)
- Financial Report Review for Corrections of transactions prop 5/31
  - Corrections and Journal eForm NOW
  - Corrections and Journal eForm Mon, July 3

## Payables
- All Invoice & Other Payment Requests by 12:00pm
  - Payment Request eForm Wed, July 5
- Note: If you have a new vendor an/or new contract for FY24
  - Payment Request eForm Thurs, June 29
- Note: Clearly mark all Payment Requests either FY23 or FY24 to ensure it is applied to the correct fiscal year

## PCard
- FY2023 Purchases Completed
  - PCard Fri, June 16
- All FY2023 PCard Receipts
  - PCard eForm Mon, July 3

## Purchase Order/Requisitions
- Purchase Requisition/PO Requests
  - Purchase Requests eForms Thurs, June 29
- Note: Goods or Services must be delivered by June 30th to be applied to FY2023 Fri, June 30

## Reimbursements/iExpense Reports and Corporate Card
- All Travel/Business Expense Requests with Payables Advances
  - Payment Request eForm or Expense Report Request eForm Wed, June 21
- Dartmouth Students/Visitors Reimbursements
  - Payment Request eForm Mon, July 3
- Dartmouth Employee - Self Service*
  - iExpense Expense Reports Mon, July 3
- *Note: iExpense Expense Reports Approvals must be received by Wed, July 5
- Dartmouth Employees - Finance Center creation of Expense Report for expense after 7/1/2023
  - Expense Report eForm Fri, June 30