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From: Campus Announcements <Announce-C@LISTSERV.MTSAC.EDU> on behalf of Cone, Melissa <000001858cf10e16-dmarc-request@LISTSERV.MTSAC.EDU>
Sent: Thursday, May 19, 2022 3:38 PM
To: Announce-C@LISTSERV.MTSAC.EDU
Subject: [ANNOUNCE] Important 2021-22 Fiscal Services Year-End Deadlines
Attachments: Fiscal Services 2021-22 Year-End Deadlines Memo.pdf

IMPORTANT DEADLINES

To: All Staff

From: Morris Rodrigue, VP, Administrative Services

Date: May 19, 2022

Subject: **2021-22 Fiscal Services Year-end Deadlines**

The fiscal year-end is quickly approaching. As a result, the Fiscal Services Department is responsible for closing the college's 2021-22 financial records as of June 30, 2022. We really appreciate your cooperation with complying with the deadlines listed below, as we may not have the flexibility to accommodate late paperwork due to the 4/10 work schedule during the summer.

We recognize that these are very tight deadlines for processing the paperwork and for obtaining the required approval signature(s); however, these due dates are necessary for Fiscal Services to prepare the Adopted Budget for fiscal year 2022-23. Carefully review the items listed below and please plan accordingly for your respective areas.

PRELIMINARY DEADLINES	DUE DATE
Online Appropriation Transfers & Budget Revisions: Must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or budgetrevisions@mtsac.edu) by May 23, 2022, for Board Approval on June 22, 2022.	May 23, 2022
Online Appropriation Transfers & Budget Revisions: Must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or budgetrevisions@mtsac.edu) by June 13, 2022, for Board Approval on July 13, 2022.	June 13, 2022
Purchase Orders: Outstanding paperwork pertaining to any purchase orders that have not been closed or paid, such as invoices, receipts, etc., need to be received by the <i>Accounts Payable Department</i> , in order for the payment to be issued by June 23, 2022.	June 10, 2022
Procurement Cards: In order for all purchases to be received by June 30, 2022, all P-card purchases must be made by the close of the business on June 20, 2022. Please do not make any purchases using the P-Card from June 21, 2022, through June 30, 2022.	June 20, 2022
Mileage, and Conference and Travel: Reimbursement claims for expenses must be received in order to receive payment by June 23, 2022.	June 16, 2022
Independent Contractors: Reimbursement claims and invoices need to be received by Accounts Payable in order to receive payment by June 23, 2022.	June 16, 2022
Full-time Faculty Hourly Timesheets (i.e. non-teaching, substitutes, etc.): Work performed from May 22, 2022 through June 21, 2022, will be paid on June 30, 2022.	June 22, 2022
FINAL DEADLINES	DUE DATE
Online Appropriation Transfers & Budget Revisions: Appropriation transfers and budget revisions for 2021-22 must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or budgetrevisions@mtsac.edu) by June 13, 2022. Online entries received after the deadline will not be processed and will be deleted from Banner.	July 5, 2022
If there is a need to process appropriation transfers and/or budget revisions from June 14, 2022, through June 30, 2022, submit a signed, paper (hardcopy) form to Fiscal Services by July 5, 2022.	
Classified Monthly Employees' Timesheets-Overtime: Overtime worked from June 1, 2022, through June 30, 2022, should be included on employees' June Workforce time sheet. June overtime will be paid on the July 28, 2022, payroll but will be accrued to the 2021-22 fiscal year.	July 1, 2022 (Must be approved by manager by 7/6)
Short-term and Professional Expert Hourly Employees' Timesheets: Work performed through June 30, 2022, will be paid July 14, 2022. Timesheets are due as soon as possible, but no later than July 6, 2022, at 10:00 a.m.	July 6, 2022 (Must be in the Payroll Office by 10:00 a.m.)
Full-time Faculty Hourly Timesheets (i.e. non-teaching, substitutes, etc.): Work performed from June 22, 2022 through June 30, 2022, will be paid on July 28, 2022, but will be accrued to the 2021-22 fiscal year.	July 6, 2022 (Must be in the Payroll Office by 10:00 a.m.)

Part-time Faculty Hourly Timesheets (i.e. counselors, substitutes, etc.): Work performed through June 30, 2022, will be paid on July 7, 2022. Timesheets are due as soon as possible, but no later than June 28, 2022* at 10:00 am. <i>*Please note the earlier than usual due date is a direct result of the Friday, July 1st, Monday, July 4th, and Friday, July 8th campus closures. Work through June 30th may be reported on these time sheets. Any corrections that need to be made for June 28-30 need to be reported to Payroll by 10a.m. on July 5th.</i>	June 28, 2022* (Must be in the Payroll Office by 10:00 am)
Classified Web Timesheets: June Workforce time sheets must be submitted by staff by July 1, 2022, and approved by the immediate manager by July 6, 2022.	July 6, 2022 Final Year-end Deadline
Mileage, and Conference and Travel: Reimbursement claims for expenses, which are incurred between June 17, 2022, and June 30, 2022, are due as soon as possible, but no later than July 5, 2022.	July 5, 2022 Final Year-end Deadline
Purchase Orders: Outstanding paperwork pertaining to any purchase orders that have not been closed or paid, such as invoices, receipts, etc., need to be received by the Accounts Payable Department.	July 5, 2022 Final Year-end Deadline
Procurement Cards: In order for all purchases to be received by June 30, 2022, all P-Card purchases must be made by the close of business on June 20, 2022. Please <u>do not make</u> any further purchases using the P-Card from June 21 through June 30, 2022.	June 20, 2022 Final Year-end Deadline
Independent Contractors: Reimbursement claims and invoices, which are incurred between June 17, 2022 and June 30, 2022, need to be received by Accounts Payable Department as soon as possible, but no later than July 5, 2022.	July 5, 2022 Final Year-end Deadline
Billing for Services: Information needed to prepare Invoices for services completed by June 30, 2022, such as facilities usage, printing charges, etc. need to be received by Doug Jensen.	July 5, 2022 Final Year-end Deadline
Emergency last minute purchases from June 17, 2022, through June 30, 2022 – Receipts, packing slips or invoices need to be received by the Accounts Payable Department as soon as possible, but no later than July 5, 2022.	July 5, 2022 Final Year-end Deadline