FY24 Closing Calendar - IN DATE ORDER

For more information, please review our 2024 Fiscal Year End Closing Calendar here: *https://ww1.odu.edu/finance/controller-s-office/year-end-deadlines*

Due Date	Due Time	Due Date Details	Department
March 6, 2024		ETF Purchases Due	Procurement Office
April 5, 2024		Goods/Services > $50,000 (including sole source)	Procurement Office
April 26, 2024		Goods/Services $10,000 - $50,000 (including sole source)	Procurement Office
May 10, 2024		Goods/Services < $10,000 (including sole source)	Procurement Office
May 10, 2024		Manual Check Request Fee Deadline - charged to FY24	Payroll
May 17, 2024	BY NOON	Cut-off for submission of salaried changes to HR for 5/25 - 6/9/2024	Payroll
May 20, 2024	BY NOON	E-1SG Forms/EPAFS for Grad Assistants for the last salaried payroll in FY24 due in E-1S Processing Office	Payroll
May 24, 2024	BY NOON	E-1SU Forms/EPAFS for undergrad/work-study students for the last payroll in FY24 are due in E-1S Processing Office	Payroll
May 28, 2024	BY NOON	4031 to HR/4027 to AA to post to FY24	Human Resources
May 28, 2024	BY NOON	E-1 Forms/EPAFS (4021 wage) due to HR	Human Resources
June 2, 2024		Last day to request prepayments to be paid from FY24	Accounts Payable
June 3, 2024		Petty cash custodians must request reimbursement of dept petty cash funds to be charged to FY24 (for activity through May)	Accounts Payable
June 9, 2024		Faculty leave accounting reports must be current for FY24 Leave Liability Reporting	Payroll
June 11-15, 2024		Inventory for inventory reports must be performed and completed	General Accounting/Data Control
June 13, 2024		Liquidation Requests DUE	Procurement Office
June 14, 2024		eReceivers for goods/services to be charged to FY24 DUE	Procurement Office
June 14, 2024		Monthly PCard cardholder/approver budget allocation & electronic signoff for transactions posted in Works due for year-end closing	Procurement Office
June 14, 2024		Last day for ETF orders to be received/invoiced	Accounts Payable
June 14, 2024		Deadline for submission of travel expense reports for travel taken through June 14, 2024	Accounts Payable
June 14, 2024		IDT Forms/other Journal Voucher Requests for FY24 Transactions Due	General Accounting/Data Control
June 14, 2024		Last Payday for salaried employees (FT and GAs, pay period May 25 - June 9) for FY24	Payroll
June 15, 2024	BY 11:59PM	WTE timesheets (hrly/stud hrly) to be paid from FY24, pay period June 1-15, 2024 MUST be submitted to approvers	Payroll
June 17, 2024		Budget Adjustments must be submitted	Office of Budget & Financial Planning
June 17, 2024	BY 10:00PM	WTE timesheets for hrly/stud hrly payroll June 1-15, 2024 must be certified by approver	Payroll
June 20, 2024		Accounting Service Requests must be submitted immediately after discovery of errors. All final ASRs are due by June 20, 2024	General Accounting/Data Control
June 21, 2024		Last day to key student refunds, Balance-of-Aid (RALL) transactions	Bursar's Office
June 24, 2024	BY 11:59PM	WTE timesheets for classified employees for pay period June 10-24, 2024 must be submitted to approvers	Payroll
June 24, 2024		Classified leave accounting records must be current for FY24 Leave Liability Reporting	Payroll
June 25, 2024	BY 10:00AM	Approvers/Proxies must approve Classified WTE hours worked/leave taken for period June 10-14, 2024	Payroll
June 27, 2024	BY 10:00AM	Departmental deposits must be submitted to Cashiers' Office	Bursar's Office
June 28, 2024	BY 10:00AM	Walk-up Deposits to the Cashiers' windows for deposit to FY24 DUE	Bursar's Office
June 28, 2024	BY 10:00AM	Departments with Online cashiering must submit cash reports	Bursar's Office
June 30, 2024		Deposits must be in the bank to be recorded as FY24	Bursar's Office
July 1, 2024		Last Hourly Payday (pay period June 1-15, 2024) & Last Salaried Payday (May 25-June 9) for FY24	Payroll
July 8, 2024		Petty cash custodians must request reimbursement for dept petty cash funds for expenditures to be charged to FY24 for June activity	Accounts Payable
July 8, 2024		Inventory reports for central services departments due to General Accounting (for inventory on hand as of June 30, 2024)	General Accounting/Data Control
July 8, 2024		Requests for Billing Services through June 30, 2024 MUST be submitted	Bursar's Office