

# HUMBOLDT STATE UNIVERSITY

## Fiscal Year 2018/2019 Critical Year-End Date Memo

### **Humboldt State University, HSU Advancement Foundation, Sponsored Programs Foundation and Associated Students** **Summary of Year-End Dates for Fiscal Year 2018/2019** **Documents must be received by the Critical Year-End Date**

IMPORTANT read Fiscal Year 2018/2019 Critical Year-End Date Memo for more information

<b>Accounts Payable</b> <a href="https://procurement.humboldt.edu/accounts-payable">https://procurement.humboldt.edu/accounts-payable</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Payment Request Forms (Direct Pay, Hospitality, Guest Lecturer, Employee Recruitment, etc.) with appropriate attachments	June 7, 2019
Accounts Payable Change Requests	June 14, 2019
Invoices against current year BLANKET Purchase Orders	June 21, 2019
<b>ProCard</b> charges appearing on June Statement will post by June 28	June 17, 2019
<b>ProCard</b> June Reconciliations due to Accounts Payable by 10AM	June 25, 2019

<b>Requisition and Purchase Order Transactions</b> <a href="http://procurement.humboldt.edu/requisition-purchase-order-po">http://procurement.humboldt.edu/requisition-purchase-order-po</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Requisitions <b>over</b> \$50,000 must be approved and budget checked	May 10, 2019
Requisitions <b>under</b> \$50,000 must be approved and budget checked	June 21, 2019
Purchase Order Change Requests	June 14, 2019
Begin Entering 2019/2020 Requisitions	May 1, 2019
All Blanket Purchase/Service Orders will be closed, no exceptions	June 28, 2019

<b>Payroll Transactions</b> <a href="https://payroll.humboldt.edu/">https://payroll.humboldt.edu/</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Payroll Expenditure Adjustments	May 4, 2019
College Work Study Vouchers	May 20, 2019
<b>ALL</b> payroll documentation for appointments and separations for 2018/2019	June 12, 2019

<b>Accounting Transactions</b> <a href="https://www2.humboldt.edu/financialservices/accounting">https://www2.humboldt.edu/financialservices/accounting</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Non-payroll expenditure/cash transfers	June 21, 2019
Invoicing Request (Any billings for activity prior to 7/1/2018 will <b>NOT</b> be processed)	June 14, 2019

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<b>Budget Transactions</b> <a href="http://budget.humboldt.edu/">http://budget.humboldt.edu/</a>	
<b>Description</b>	<b>Critical Year-End Dates</b>
Budget transfers (HMCMP only)	May 31, 2019

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### **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 2018/2019 budget.
- To change chart fields on paid transactions please use the Change Request Form, which can be found at <https://forms.humboldt.edu/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 if it went through the paper process. 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 2019/2020 will not be encumbered in fiscal year 2018/2019 unless approved by the Vice President, Administration & Finance (This does not apply to SPF). An accrual will be made for any Concur travel that has taken place, but has not been expensed in Concur.
- Invoices against this year's Blanket Purchase Orders must be approved by appropriate departments and received in Accounts Payable by June 21<sup>st</sup> to ensure processing before the PO is closed on June 28<sup>th</sup>.

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### **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.

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- All Blanket Purchase/Service Orders will be closed on June 28<sup>th</sup> and any remaining balance will be disencumbered, no exceptions. Any invoices dated prior to July 1, 2019 received after the Blanket Purchase/Service Order has been closed must be processed as a direct pay and will be paid against the 2019/2020 budget.
  - **ProCard** – Transactions posted to the statement ending June 17<sup>th</sup> will be expensed in fiscal year 2018/2019.
    - 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 2018/2019.
  - **ProCard** statements are due to Accounts Payable no later than June 25<sup>th</sup> at 10:00 am
  - To change chart fields on purchase orders please use the Change Request Form, which can be found at <https://forms.humboldt.edu/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.
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### **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 because any late vouchers will be processed as Student Assistants.
  - Any payroll adjustments need to be received by the Payroll Office by May 4<sup>th</sup> to be included in the May pay tape (not June).
  - ALL payroll documentation for appointments and separations for 2018/2019 must be received in the Payroll Office by the posted date to be processed for June payroll.
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### **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. Note all requests for transactions prior to 10/1/2018 must be processed before the posted deadline.
- Cash transfer requests within CSU fund 496 will continue to be processed as in the 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.
- CPO Request cut-off date is June 14<sup>th</sup> for guaranteed processing with the CO.

### **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.

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### **Budget:**

- Requests to revise budgets should be submitted as soon as possible, and by May 31<sup>st</sup> at the latest. Transfers received after May 31<sup>st</sup> will only be posted on an exception basis.

Send requests for budget transfers using the Budget Transfer Template, located at <https://www2.humboldt.edu/forms/node/630> to [budget@humboldt.edu](mailto:budget@humboldt.edu), SBS - Room 345.

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### **General:**

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