

## Important Year-End Dates

**May 1<sup>st</sup>** – W9 is required for all new supplier setup.

**June 5<sup>th</sup>** – 1<sup>st</sup> Pcard download for June.

**June 7<sup>th</sup>** – Deadline for payroll redistributions prior to May 31<sup>st</sup> (90-day limit still applies)

**June 14<sup>th</sup>** – Last day to enter a purchase order in WFS for FY 24.

**June 15<sup>th</sup>:**

- Suppliers on HOLD will be deleted and not moved to Workday.
- No more Pcard applications will be processed until July 1<sup>st</sup>.
- OneSource will be offline for Purchasing until July 1<sup>st</sup>.

**June 17<sup>th</sup>** – Now more new suppliers added to WFS. New suppliers will be setup in Workday on July 1<sup>st</sup>.

**June 19<sup>th</sup> at 10a** – Cash Deposit Transmittals due to Cashier.

**June 20<sup>th</sup>** – Deadline to get additional pay requests to HR or Academic Affairs for the June 30<sup>th</sup> payroll.

**June 21<sup>st</sup>:**

- All vouchers need to be entered by the end of day in WFS. Add Voucher Access removed at the end of the day.
- Last day to receive items in OneSource.
- Last day charges for centrally billed expenses will be processed in WFS.
- Check Deposit Transmittals due to Cashier (by 10a).

**June 24<sup>th</sup>** – 2<sup>nd</sup> Pcard download for June.

**June 25<sup>th</sup>** – June 30<sup>th</sup> salaried paid employee payroll in WFS.

**June 27<sup>th</sup>** – Deadline for budget transfers

**June 28<sup>th</sup>:**

- All accrued expenses for FY 2024 must be emailed to [mmessier@wesleyan.edu](mailto:mmessier@wesleyan.edu) – nothing will be allowed after this date.
- Vouchers for Suppliers on Hold will be deleted and will need to be re-entered as invoices in Workday (after the Supplier is setup in Workday).
- Deadline to email any FY 24 receivables to [mmessier@wesleyan.edu](mailto:mmessier@wesleyan.edu).

**June 29<sup>th</sup>** – Last day to enter journal entries in WFS.

**June 30<sup>th</sup>** – Final Pcard download for June.

**July 2<sup>nd</sup> at Noon** – Deadline to approve timesheets in Workforce Time for the week ended June 30<sup>th</sup>.

**July 4<sup>th</sup>** – Week ended June 30<sup>th</sup> payroll in WFS.

**July 10<sup>th</sup> @ 12pm** – Deadline for June payroll redistributions.

**July 15<sup>th</sup>** - Any journal not approved in WFS will be deleted.