

Important Dates Summary – FY 2026

Friday, May 29

- Last day to request a travel advance

Friday, June 12

- All outstanding travel advances must be settled

Friday, June 19

- Salaried submissions due to Academic Affairs/HR by noon

Monday, June 29 (noon)

- Weekly time submission/approval deadline for FY 2026

Tuesday, June 30

- First Close – all workflow items must be fully approved
- Requisitions not approved will be cancelled
- Submit AP ServiceNow ticket to close POs

Tuesday, July 8

- Last day for journal entry requests for FY 2026
- Accrual requests due in ServiceNow
- FY 2026 travel expense reports due
- Payroll Accounting Adjustment requests due

Tuesday, July 15

- Second Close – final approval deadline
- Journal entries must be fully approved
- All FY 2026 PCard reports/verifications approved
- Open FY 2026 POs will encumber FY 2027 budgets
- FY 2026 receivables (Cash Sales) must be entered