$\frac{\text{University of Wisconsin}}{GREEN BAY}$

- TO: Deans/Directors/Department Chairs & Administrative Support Staff
- FROM: SuAnn Detampel Controller
- DATE: February 6, 2025

SUBJECT: Year-end Cutoff Dates for Fiscal Year 2025

With the transition to Workday for Finance, HR and Research/Grants, please review the year end cut off dates as some are earlier than previous years. Access to Workday is planned for Monday, July 7 so please note that there will be a period of time that we will not be able to enter and process any financial transactions.

IMPORTANT DATES TO REMEMBER:

Item	Due Date	Department Due to	Contact
Purchase Orders through ShopUW+ Requisition entry must be completed in ShopUW+ for FY25 purchases requiring purchase orders. Exception: Catalog purchases from enabled suppliers in ShopUW+ must be entered by Monday June 23.	Friday, May 23	Purchasing (CL730)	purchasing@uwgb.edu ext. 2598
All purchasing processes (collection of bids, contracts/ASSA signed, etc.) relating to the requisition must also be done by this date.			
Last day to approve FY25 purchasing requisitions. Purchases made or invoices received after May 31 can be direct charged as FY25 expenses if (1) purchasing policies have been followed; (2) goods are received and consumed by June 30; (3) services are completed by June 30	Friday, May 31		
ShopUW+ Catalog orders Last day to place an order in ShopUW+	Monday, June 23	Purchasing (CL730)	purchasing@uwgb.edu ext. 2598

Accounts Payable/Check Requests	Wednesday, June 18	Controller's Office (CL730)	Carolyn Loberger or Lea Truttmann accountspayable@uwgb.edu ext. 2206
Printing Printing invoices to Tammy Papineau for approval.	Friday, May 24	University Communicati on (CL823E)	Tammy Papineau papineat@uwgb.edu ext. 2214
Travel E-Reimbursements: Last day to submit electronic expense reports submitted through the E- Reimbursement process.	Monday, June 9	Controller's Office (CL730)	Lea Truttmann travel@uwgb.edu ext. 2227
Please note with the transition to Workday, the E-reimbursement system will be shut down and no new reimbursement requests can be entered until Monday, July 7, 2025			
Last day for supervisors/approvers to approve e-reimbursement requests.	Friday, June 13		
Direct Retro Salary Requests	Monday, July 7 by 11:00 AM	Payroll (CL710)	Kimberly Deering ext. 2196
Chargebacks and Cost Transfer Tool Requests	Tuesday, July 8	Controller's Office (CL730)	Michele Brown ext x2968 <u>controller@uwgb.edu</u>

ADDITIONAL INFORMATION:

Purchasing and Accounts Payable:

All goods/services ordered must be entered and approved through ShopUW+ by June 18, 2025 for the payment to be charged to fiscal year 2025 funding. Please consider the additional time that may be required for bidding in order to meet these deadlines as well as the time needed for the ShopUW+ approvals to be completed. Some items may be purchased from an existing mandatory DOA contract, UW-System contract or with a waiver without further bidding. Please contact the Purchasing Office at ext. 2598 or email at <u>purchasing@uwgb.edu</u> to confirm if a bid process is required or if you have other purchasing questions.

E-Reimbursements:

Expense reports submitted through the E-Reimbursement process, must be submitted by Monday, June 9 and approved by supervisors and submitted to the travel auditor by Friday, June 13. Please allow some additional time when submitting the electronic reports to ensure supervisor approvals are complete.

Procurement Card (PCard) Purchases:

The final daily Pcard transaction load into the PCard Module for fiscal year 2025 is Friday, June 20. All Pcard transactions must be reconciled and approved in the PCard module by end of day Monday, June 23. Please contact Sean Martin at ext. 2598 or <u>purchasing@uwgb.edu</u> with questions.

Chargebacks and Cost Transfer Requests:

Fiscal year 2025 chargebacks processed after June 30, must use July 1, 2025 as the journal date. All chargebacks dated after July 1 will be charged to the next fiscal year. Chargebacks and cost transfer requests must be submitted to Marina Stafford by Tuesday, July 8.

Direct Retro Salary Requests:

The final fiscal year 2025 payroll is the June B bi-weekly payroll, which will be viewable in WISER on Thursday, July 3. The final day for direct retro salary transfer requests is Monday, July 7 by 11:00 AM.