<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
<th>Sun</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
<td>16</td>
<td>17</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>19</td>
<td>20</td>
<td>21</td>
<td>22</td>
<td>23</td>
<td>24</td>
<td>25</td>
</tr>
<tr>
<td></td>
<td>26</td>
<td>27</td>
<td>28</td>
<td>29</td>
<td>30</td>
<td>31</td>
<td></td>
</tr>
</tbody>
</table>

**August 2018**

**5:00pm AP, ERS & TCard transactions must be submitted (excluding PCard)**

**11:00pm AP, ERS & TCard transactions must be fully approved (excluding PCard)**

**5:00pm Expenditure Type and Object Code requests must be submitted**

**5:00pm Form 1 for Capital and Non-Capital Projects must be approved**

**11:59pm July 2018 Month-End Close Complete**

**5:00pm AP, ERS & TCard transactions must be approved (excluding PCard)**

**3:00pm OSA LDAs must be submitted for pay periods 6/1/18 to 7/31/18**

**5:01pm OSA Sweep for pay periods 6/1/18 to 7/31/18**

**9:00pm Labor Schedules must be submitted for pay period 8/15/18 (hourly emps)**

**5:00pm Department Capital Templates must be submitted**

**5:00pm部 门 Capital Templates must be submitted to OSR**

**5:00pm New gift PTA requests must be submitted**

**Payroll processed in Oracle Financials for pay period 8/15/18**

**Payroll available in OBI and LO Adjustment module for pay period 8/15/18**

**5:00pm Department Capital Templates must be submitted**

**5:00pm AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit)**

**5:00pm PTA Blackout Period (no changes until 9/14)**

**6:00am OBI reports available online with FY18 transactions through 8/29**

**Accounts Payable (AP) closed**

**9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)**

**Endowment Payout posted**

**9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)**

**-FIRST DAY OF SOFT CLOSE-**

**Monthly Income Exceptions processed (Central)**

**PTA Blackout Period (no changes until 9/14)**

**12:00pm Accounts Payable (AP) closed**

**12:00pm Paper forms to Payroll for FY18 inclusion must be submitted**

**-9/1 Salary Uploads (Faculty, Academic and Bargaining Unit)-**

**AP payments on hold until 9/1 (ACH, Wires, Checks, Direct Debit)**

**PTA Blackout Period (no changes until 9/14)**

**12:00pm CashNet deposits for August must be submitted**

**5:00pm PTA Blackout Period (no changes until 9/14)**

**7:00am Exp type and object code freeze - no changes until 10/1**

**12:00pm CashNet deposits for August must be submitted**

**9:00pm Labor Schedules must be submitted for pay period 8/31/18 (hourly emps)**

---

8/21/2018