

JUNE 2026

CALENDAR MONTH JUNE
 CALENDAR YEAR 2026
 1ST DAY OF WEEK SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
7	8	9	10	11 -Purchase Requisitions Due (4:00 PM)	12 -Payables RCTs due to Payment Services queue by 4:00 PM	13
14	15	16	17	18	19 -Payroll RCTs to be submitted to Research Finance's queue by 4:00 PM	20
21	22	23 -Submit and Approve Expense Reports, One Card Transactions & Cash Advance Recons (4:00 PM)	24	25 -Payroll RCTs due to payroll's queue (4:00 PM) -NPO Requisitions Due (4:00 PM) -Encumbrance removal deadline (4:00 PM)	26 -Payroll Accruals	27
28	29 -Payroll retro costing process run	30 Payables Close Student Accounts (PeopleSoft) Close	1	2	3	4

JULY 2026

CALENDAR MONTH JULY
 CALENDAR YEAR 2026
 1ST DAY OF WEEK SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29 -Payroll retro costing process run	30 Payables Close Student Accounts (PeopleSoft) Close	1 -Open July Period Assets Close	2	3  HOLIDAY	4
5	6 -1st A/P accrual entry due (4:00 PM)	7 -GAEL Load to PPM (PM)	8 PPM Close -Submit Accrual request for un-received invoices to AP A/R Transactions due (4:00 PM)	9 Receivables Close (AM)	10 -2nd A/P accrual entry due (4:00 PM) -VUMC June invoice to be sent	11
12	13 -GL transactions (4:00 PM) -Cash transactions (4:00 PM) GAEL Close (Noon) -"Day 3" Allocations run after GAEL closed	14 Reporting entries	15 GL Close ICT Close -Open 13th period on an as needed basis going forward	16 -ePBCS updated with FY26 actuals	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1