

# Finance Center 2025 Year-End Transactional Processing Schedule

Process/Task	Submission	Deadline
<b>Check Deposits</b>		
Check Deposits by 12:00PM (Cash is not accepted)	Cashier's Office	Fri, June 27
Central Merchant Account Payments ( <i>Personal Amounts Due, Unused Cash Advances, or other payments to Dartmouth</i> )	Central Merchant Account	Tue, June 24
<b>Journal Entries, Corrections, and Transfers (including AP Corrections)</b>		
Financial Report Review for Corrections of transactions prior to 5/31	Corrections and Journal eForm	NOW
Financial Report Review for Corrections of transactions prior to 6/30	Corrections and Journal eForm	Wed, July 2
<b>Labor Account Distribution Changes and Payroll Authorizations</b>		
FY2025 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Fri, June 13
FY2025 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 20
FY2026 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2025 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 20
FY2025 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 13
<b>Payables</b>		
<b>→ Clearly mark all Payment Requests either FY25 or FY26 to ensure they are applied to the correct fiscal year</b>		
All Invoice & Other Payment Requests by 12:00PM	Payment Request eForm	Fri, June 27
All Invoice & Other Payment Requests with a <b>new vendor and/or new contract</b> for FY25	Payment Request eForm	Fri, June 13
Student Prizes and Awards by 12:00PM	Student Prize & Awards eForm	Fri, June 27
<b>PCard</b>		
FY2025 Purchases Completed	PCard	Fri, June 13
All FY2025 PCard Receipts	PCard eForm	Mon, June 30
<b>Purchase Order/Requisitions</b>		
Purchase Requisition/PO Requests	Purchase Request eForm	Thu, June 26
<b>Note: Goods or Services must be delivered by June 30th to be applied to FY2025</b>		Mon, June 30
<b>Reimbursements/iExpense Reports and Corporate Card</b>		
All Travel/Business Expense Requests with Payable Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 18
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	Fri, June 27
Dartmouth Employee - Self Service*	iExpense Expense Reports	Fri, June 27
<b>*Note: Approval of iExpense Expense Reports must be received by</b>		Tue, July 1
Dartmouth Employees - Finance Center creation of Expense Report for expense before 7/1/2025	Expense Report Request eForm	Fri, June 27

Accelerated Biweekly Payroll for the July 4th Holiday

Process/Task	Responsibility	Deadline
Record all hours for 6/15 – 6/28	All Biweekly Non-Union Employees	Thu, June 26, 4:00PM
Time Detail Report Run	Finance Center	Fri, June 27, 7:00AM
Corrections and Approval Complete	Biweekly Non-Union Supervisors	Fri, June 27, 11:00AM
Finance Center Approval Complete	Finance Center (Non-Union)	Fri, June 27, 4:00PM
Weekly Union Approval Complete	Union Payroll Supervisors	Sun, June 29, 9:00AM
Finance Center Approval Complete	Finance Center	Mon, June 30, 9:00AM

 **FY2025 LAST DAY BIWEEKLY PTO IS SATURDAY, JUNE 28<sup>TH</sup>**

Reminder! Report July 4<sup>th</sup> as “Hol”

Biweekly Employees should add “Hol” to their Kronos timecard for Friday, July 4th.

	Wed 7/02		
	Thu 7/03		
	Fri 7/04	Hol	7.50

