

Finance & Finance Center 2026 Year-End Transactional Processing

Process/Task	Submission	Deadline
Check Deposits		
Check Deposits by 12:00PM (Cash is not accepted)	Cashier's Office	Fri, June 26
Journal Entries, Corrections, and Transfers (including AP Corrections)		
Financial Report Review for Corrections of transactions prior to 3/31	Corrections and Journal eForm	NOW
Financial Report Review for Corrections of transactions prior to 6/30	Corrections and Journal eForm	Wed, July 1
Labor Account Distribution Changes and Payroll Authorizations		
FY2026 Labor Reports Review for FUTURE Labor Distribution Corrections	MYLS eForm for Future Payroll	Fri, June 12
FY2026 Labor Reports Review for PRIOR Labor Distribution Corrections	Wage Transfer eForm for Prior Payroll	Fri, June 19
FY2027 Labor Distribution Changes	MYLS eForm for Future Payroll	Now (No need to wait)
FY2026 Biweekly PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 19
FY2026 Exempt PA Requests (new hire, terminations, transfers, etc.)	General Request eForm/PASF	Fri, June 12
Payables		
→ Clearly mark all Payment Requests either FY26 or FY27 to ensure they are applied to the correct fiscal year		
All Invoice & Other Payment Requests by 12:00pm	Payment Request eForm	Thu, June 25
All Invoice & Other Payment Requests with a new vendor and/or new contract for FY26	Payment Request eForm	Fri, June 12
Student Prizes and Awards by 12:00PM	Student Prize & Awards eForm	Thu, June 25
PCard		
FY2026 Purchases Completed	PCard	Fri, June 12
All FY2026 PCard Receipts	PCard eForm	Mon, June 29
Purchase Order/Requisitions		
Purchase Requisition/PO Requests	Purchase Request eForm	Thu, June 25
Note: Goods or Services must be delivered by June 30th to be applied to FY2026		Mon, June 29
Reimbursements/iExpense Reports and Corporate Card		
All Travel/Business Expense Requests with Payable Advances	Payment Request eForm or Expense Report Request eForm	Wed, June 17
Dartmouth Students/Visitors Reimbursements	Payment Request eForm	
Dartmouth Employee - Self Service*	iExpense Expense Reports	Fri, June 26
*Note: Approval of iExpense Expense Reports must be received by		Wed, July 1
Dartmouth Employees - Finance Center creation of Expense Report for expense before 7/1/2026	Expense Report Request eForm	Fri, June 26

🔁 FY2026 LAST DAY BIWEEKLY PTO -> -> -> -> SAT, JUNE 27

Reminder: Holiday Reporting in Kronos

Biweekly Employees should add “Hol” to their Kronos timecard for Monday, May 25th and Friday, July 3^d.