### Payroll

#### Weekly Payroll for the Period Ending June 20th, 2021

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Jun 21st, 4:00 p.m.</td>
<td>Final FY21 Weekly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.</td>
</tr>
<tr>
<td>Wed</td>
<td>Jun 23rd, 12:00 p.m.</td>
<td>Final FY21 Weekly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.</td>
</tr>
</tbody>
</table>

#### Monthly Payroll for the Period Ending June 30, 2021

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues</td>
<td>Jun 1st, 4:00 p.m.</td>
<td>Final FY21 Monthly Payroll Cycle Begins. All payroll adjustments for current/prior periods must be submitted.</td>
</tr>
<tr>
<td>Fri</td>
<td>Jun 25th, 2:00 p.m.</td>
<td>Final FY21 Monthly Payroll Cycle is complete. Any payments for current and/or prior periods will be processed in FY22.</td>
</tr>
</tbody>
</table>

### Merit Increase via Workday@Penn


- **Mon** May 10th, 10:00 a.m.: Merit Increase via Workday opens.
- **Fri** May 28th, 11:59 p.m.: Merit Increase via Workday closes.

### General

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon</td>
<td>Jul 12th, 8:00 p.m.</td>
<td>Last day to process all ADJ-21 manual JEs directly to ADJ-21.</td>
</tr>
<tr>
<td>Mon</td>
<td>Jul 12th, 8:00 p.m.</td>
<td>Record all final Health System interfund transactions.</td>
</tr>
<tr>
<td>Wed</td>
<td>Jul 21st, 5:00 p.m.</td>
<td>Signed School/Center internal representation letter emailed to Comptroller’s no earlier than July 14th, but no later than July 21st. (Hard copy not required.)</td>
</tr>
</tbody>
</table>

### BEN Financials Availability

- **Wed** Jun 30th, 5:00 p.m.: BEN closed for JUN-21.
- **Mon** Jul 12th, 8:00 p.m.: BEN closed for ADJ-21.

### PENNTem – Travel and Expense Management

- **Tues** Jun 29th, 5:00 p.m.: Last day for ‘approved’ Concur expense reports posted in FY21.

### BEN Assets

- **Fri** Jun 18th: Last day to enter FY21 asset retirements/reversals.
- **Fri** Jun 18th: Report any in-process equipment placed in service to Object Codes 18xx.
- **Wed** Jun 23rd: Last day for manual journal entries to Object Codes 18xx.
- **Tues** Jun 29th: Last day to submit FY21 funding certs to Treasurer’s Office.
- **Wed** Jun 30th: Last day for FY21 Capital Project funding entries. No capital funding entries recorded in the ADJ period.

### Investment Services/GAA

- **Fri** May 8th: Last day to submit manual buys or liquidations of Investments to be processed in FY21.
- **Thurs** Jul 1st: Posting of final TIF income distribution.
- **Wed** Jul 7th: Last date to deliver FY21 gift and pledge documentation (must have Jun 30 postmark) to GAA for recording in ADJ-21.
- **Fri** Jul 9th: Last day to clear operating gift funds with overdrafts.
- **Mon** Jul 12th: Posting of final gift feeders, gift overhead and gift cash prorate.
- **Tues** Jul 13th: Final FY21 gift and pledge accruals posted to GL by GAA.
- **Wed** Jul 14th: Endowment income overhead and endowment income prorate posts back to JUN-21. Endowment income overhead and prorate posts back to JUN-21. 63xxxx funds transferred to designated special purpose fund. No gift/endowment entries will be recorded after Jul 14th.

### Student Financial Services

- **Wed** Jun 16th: Pennant closes.
- **Thurs** Jun 17th: Tuition Distribution Snapshot. Posting of Summer Prelim #2 tuition distribution. Posting of Prior terms tuition distribution.

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*This document does not include all FY21 closing dates. For the comprehensive FY21 closing calendar, go to [https://www.finance.upenn.edu/wp-content/uploads/FY21-CLOSING-INSTRUCTIONS-FINAL.pdf](https://www.finance.upenn.edu/wp-content/uploads/FY21-CLOSING-INSTRUCTIONS-FINAL.pdf)