

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
1	Fri	05/23/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
2	Fri	05/23/2025	FY25	M. Busch	Biweekly Final Payroll for B052025 (Pay End Date 05/20/2025)	PS HRMS					
3	Wed	05/28/2025	FY25	M. Busch	Absences are finalized at 12:00 for B060325 week 1	PS HRMS					
4	Wed	05/28/2025	FY25	M. Busch	Off-Cycle Payroll BF052725 & MF052725	PS HRMS					
5	Fri	05/30/2025	FY25	Payroll	Payday for B052025	PS HRMS					
6	Fri	05/30/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
7	Mon	06/02/2025	FY25	Payroll	Payday for M053125, BF052725 & MF052725	Payroll					
8	Mon	06/02/2025	FY25/26*	College/Division Administrator	Annual HR Security Access Audit Report is printed by College/Division Administrators to verify department users' access (all campuses)	PS HRMS					
9	Mon	06/02/2025	FY25	M. Busch	Payroll Leave Accrual	Payroll					
10	Mon	06/02/2025	FY25/26*	A. Hoang	Annual Finance Security Access Spreadsheet and Finance Access Confirmation form to College/Division Administrators to verify department users accesses (UH and UHS only)	PS GL		N/A	N/A		N/A
11	Wed	06/04/2025	FY25	M. Busch	Absences are finalized at 12:00 for B060325 week 2	PS HRMS					
12	Thu	06/05/2025	FY25	M. Busch	Biweekly Trial Payroll for B060325	PS HRMS					
13	Fri	06/06/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
14	Fri	06/06/2025	FY25	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL					
15	Mon	06/09/2025	FY25	M. Busch	Biweekly Final Payroll for B060325 (Pay End Date 06/03/2025)	PS HRMS					
16	Wed	06/11/2025	FY25	M. Busch	Absences are finalized at 12:00 for B061725 week 1	PS HRMS					
17	Wed	06/11/2025	FY25	M. Busch	Off-Cycle Payroll BF061025 & MF061025	PS HRMS					
18	Fri	06/13/2025	FY25	Payroll	Payday for B060325	Payroll					
19	Fri	06/13/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
20	Mon	06/16/2025	FY25	Payroll	Payday for BF061025 & MF061025	Payroll					

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
21	Mon	06/16/2025	FY25	M. Busch	Absences are finalized at 12:00 for M063025	PS HRMS					
22	Tue	06/17/2025	FY25	M. Busch	Monthly Trial Payroll for M063025	PS HRMS					
23	Wed	06/18/2025	FY25	M. Busch	Absences are finalized at 12:00 for B061725 week 2	PS HRMS					
24	Wed	06/18/2025	FY25	M. Busch	Monthly Final Payroll for M063025	PS HRMS					
25	Fri	06/20/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
26	Fri	06/20/2025	FY25	M. Busch	Biweekly Trial Payroll for B061725	PS HRMS					
27	Fri	06/20/2025	FY26*	Budget Offices	Review and finalize all FY26 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL					N/A
28	Fri	06/20/2025	FY25/26*	A. Hoang/ UH, UHCL, UHD, UHV Student Accounting	Start the FYE Daily Student Feed to switch all BP2026 revenue SF transactions to Deferred Income (22100) and BP2026 expense SF transactions to Prepaid Expense(15100) and create adjustment journals with 09/01/2025 date.	PS GL					N/A
29	Mon	06/23/2025	FY25	M. Busch	Biweekly Final Payroll for B061725 (Pay End Date 06/17/2025)	PS HRMS					
30	Wed	06/25/2025	FY25	M. Busch	Absences are finalized at 12:00 for B070125 week 1	PS HRMS					
31	Thu	06/26/2025	FY25	M. Busch	Off-Cycle Payroll BF062425 & MF062425	PS HRMS					
32	Fri	06/27/2025	FY25	Payroll	Payday for B061725	Payroll					
33	Fri	06/27/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
34	Fri	06/27/2025	FY25/26*	A. Hoang	College/Division save Signed Finance Access Confirmation Form to the Key Dates SharePoint folder and send access updates request (if any) to Finance Security Administrator (A. Hoang & Frank Pham) at finsys@central.uh.edu. UH and UHS only.	PS GL		N/A	N/A		N/A
35	Fri	06/27/2025	FY26*	L. Skweres-Fluharty/ Budget Office	Create new cost center for Federal College Work Study; Add New Federal College Work Study project ID in UCI/WCI tree in GL. Send new Federal College Work Study cost center to HR.	PS GL					N/A
36	Tue	07/01/2025	FY25	Payroll	Payday for M063025, BF062425 & MF062425	Payroll					
37	Tue	07/01/2025	FY25	M. Busch	Payroll Leave Accrual	Payroll					
38	Tue	07/01/2025	FY25	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS					
39	Wed	07/02/2025	FY25	HR Office - Benefits	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office					

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
40	Wed	07/02/2025	FY25	M. Busch	Absences are finalized at 12:00 for B070125 week 2	PS HRMS					
41	Thu	07/03/2025	FY25	M. Busch	Biweekly Trial Payroll for B070325	Payroll					
42	Thu	07/03/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
43	Mon	07/07/2025	FY25	A. Hoang	Post Postage charges UH and UHS.	PS GL					
44	Mon	07/07/2025	FY25	M. Busch	Biweekly Final Payroll for B070125 (Pay End Date 07/01/2025)	PS HRMS					
45	Tue	07/08/2025	FY25	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL					
46	Tue	07/08/2025	FY26*	A. Hoang	Load FY26 Non Salary and Wages budget journals obtained from Hyperion feed files for UHD ONLY.	PS GL	N/A	N/A		N/A	N/A
47	Tue	07/08/2025	FY26*	A. Hoang/ UH Budget Office	Load FY26 Salary & Wages Budget Journals obtained from Hyperion feed files for UHD ONLY.	BDM	N/A	N/A		N/A	N/A
48	Tue	07/08/2025	FY26*	Budget Office/ B. Duarte	Verify FY26 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHD ONLY	Budget Office	N/A	N/A		N/A	N/A
49	Tue	07/08/2025	FY26*	Budget Office/ B. Duarte	Verify FY26 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHD ONLY	Budget Office	N/A	N/A		N/A	N/A
50	Wed	07/09/2025	FY26*	A. Hoang	Open FY26 Accounting period 1 for GL, PO, Req. for UHD ONLY to allow encumbrance processing for PO and Req. in FY26.	PS GL	N/A	N/A		N/A	N/A
51	Wed	07/09/2025	FY26*	A. Hoang	Open FY2026 Accounting period 1 AP for UHD.	PS GL	N/A	N/A		N/A	N/A
52	Wed	07/09/2025	FY25	M. Busch	Absences are finalized at 12:00 for B071525 week 1	PS HRMS					
53	Thu	07/10/2025	FY25	M. Busch	Off-Cycle Payroll BF070825 & MF070825	PS HRMS					
54	Fri	07/11/2025	FY25	Payroll	Payday for B070125	PS HRMS					
55	Fri	07/11/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
56	Fri	07/11/2025	FY25	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL					
57	Mon	07/14/2025	FY25	A. Hoang	Post Postage charges UH and UHS.	PS GL					
58	Tue	07/15/2025	FY25	Payroll	Payday for MF070825 & BF070825	PS HRMS					

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
59	Tue	07/15/2025	FY25*	Campus Acctg Offices	SEFA Initial Confirmation due - establishes that pass-through expenditures/revenues exist between agencies	Financial Report					
60	Wed	07/16/2025	FY25	M. Busch	Absences are finalized at 12:00 for B071525 week 2	PS HRMS					
61	Wed	07/16/2025	FY26*	A. Hoang	Load FY26 Non Salary and Wages budget journals obtained from Hyperion feed files for UHCL ONLY.	PS GL	N/A		N/A	N/A	N/A
62	Wed	07/16/2025	FY26*	A. Hoang/ UH Budget Office	Load FY26 Salary & Wages Budget Journals obtained from Hyperion feed files for UHCL ONLY.	BDM	N/A		N/A	N/A	N/A
63	Thu	07/17/2025	FY26*	Budget Office/ B. Duarte	Verify FY26 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UHCL ONLY.	Budget Office	N/A		N/A	N/A	N/A
64	Thu	07/17/2025	FY26*	Budget Office/ B. Duarte	Verify FY26 Salary & Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UHCL ONLY.	Budget Office	N/A		N/A	N/A	N/A
65	Thu	07/17/2025	FY25	M. Busch	Biweekly Trial Payroll for B071525	PS HRMS					
66	Thu	07/17/2025	FY25	M. Busch	Absences are finalized at 12:00 for M073125	PS HRMS					
67	Fri	07/18/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
68	Fri	07/18/2025	FY25	M. Busch	Monthly Trial Payroll for M073125	PS HRMS					
69	Fri	07/18/2025	FY26*	A. Hoang	Open FY26 Accounting period 1 for GL, PO, Req. for UHCL ONLY to allow encumbrance processing for PO and Req. in FY26.	PS GL	N/A		N/A	N/A	N/A
70	Mon	07/21/2025	FY25	A. Hoang	Post Postage charges UH and UHS.	PS GL					
71	Mon	07/21/2025	FY25	M. Busch	Biweekly Final Payroll for B071525 (Pay End Date 07/15/2025)	PS HRMS					
72	Tue	07/22/2025	FY26*	A. Hoang/ UH Budget Office	Load FY26 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL		N/A	N/A		N/A
73	Tue	07/22/2025	FY26*	A. Hoang/ UH Budget Office	Load FY26 Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	BDM		N/A	N/A		N/A
74	Tue	07/22/2025	FY25	M. Busch	Monthly Final Payroll for M073125	PS HRMS					
75	Wed	07/23/2025	FY26*	Budget Office/ B. Duarte	Verify FY26 Non Salary and Wages Budget journals loaded in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_PUB query in PS GL to verify Non Salary and Wages Budget journal load. UH and UHS.	Budget Office		N/A	N/A		N/A
76	Wed	07/23/2025	FY26*	Budget Office/ B. Duarte	Verify FY26 Salary & Wages Budget journals load in PS GL. Use Budget Status report, Budget Summary 1063 report or UHS_BUD_LOAD_CONFIRM_SW_PUB query in PS GL to verify budget journals load) and/or UHSBOB02 reports. UH and UHS.	Budget Office		N/A	N/A		N/A
77	Wed	07/23/2025	FY25	M. Busch	Absences are finalized at 12:00 for B072925 week 1	PS HRMS					

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
78	Fri	07/25/2025	FY25/26*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL		N/A	N/A		N/A
79	Fri	07/25/2025	FY26*	A. Hoang	Open FY26 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY26.	PS GL		N/A	N/A		N/A
80	Fri	07/25/2025	FY26*	M. Kirshner/ Financial Systems	Load FY26 account code table (as of effective date 09/01/2025) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY26 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY26 Salary & wages budgets are loaded correctly.	PS HRMS					TBD
81	Fri	07/25/2025	FY26*	Michael Burns	Extract from Hyperion Budget Module FY26 positions funding information and send to PS HRMS department budget staging table. For all campuses.	BDM					N/A
82	Fri	07/25/2025	FY26*	HR Office/ M. Kirshner	Load FY26 positions funding information from Hyperion Budget Module to HRMS department budget staging table for Budget office to review and approve. For all campuses.	PS HRMS					N/A
83	Fri	07/25/2025	FY26*	Michael Burns	Extract from Hyperion Budget Module FY26 pay rates data to load to staging table in HRMS for HR offices to review and approve. For all campuses.	BDM					N/A
84	Fri	07/25/2025	FY25	Payroll	Payday for B071525	Payroll					
85	Fri	07/25/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
86	Mon	07/28/2025	FY25	M. Busch	Off-Cycle Payroll BF072925 & MF072925	Payroll					
87	Mon	07/28/2025	FY25	A. Hoang	Post Postage charges UH and UHS.	PS GL					
88	Mon	07/28/2025	FY26*	HR Office/ M. Kirshner	Load FY26 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS					N/A
89	Mon	07/28/2025	FY26*	Budget Office	Start reviewing FY26 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office					N/A
90	Mon	07/28/2025	FY26*	HR Office/ M. Kirshner	Human Resources review and update FY26 pay rates in Job Data Staging Table for all campuses.	HR Office					N/A
91	Wed	07/30/2025	FY25	M. Busch	Absences are finalized at 12:00 for B072925 week 2	PS HRMS					
92	Thu	07/31/2025	FY25	M. Busch	Biweekly Trial Payroll for B072925	PS HRMS					
93	Fri	08/01/2025	FY25	Payroll	Payday for M073125, MF072525 & BF072525	Payroll					
94	Fri	08/01/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
95	Mon	08/04/2025	FY25	A. Hoang	Post Postage charges UH and UHS.	PS GL					
96	Mon	08/04/2025	FY25	M. Busch	Biweekly Final Payroll for B072925 (Pay End Date 07/29/2025, Payday 08/08/2025)	Payroll					
97	Tue	08/05/2025	FY25	M. Busch/ A. Hoang	Last Payroll journals feed for July	PS HRMS					

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
98	Tue	08/05/2025	FY25/26*	College/Division Administrator	College/Division return HR Security Access Audit Report with confirmation of the review, updates and for only UH&UHS save signed report to the Key Dates SharePoint folder. Contact: HR Security Administrator (Malka Kirshner) all campuses.	PS HRMS					N/A
99	Tue	08/05/2025	FY25	M. Busch	Payroll Leave Accrual	PS HRMS					
100	Wed	08/06/2025	FY25	M. Busch	Absences are finalized at 12:00 for B081225 week 1	PS HRMS					
101	Thu	08/07/2025	FY25	Campus Dept	Last day to Initiate ePRF Forms for FY25 Positions. All campuses.	PS HRMS					
102	Fri	08/08/2025	FY25	Payroll	Payday for B072925	Payroll					
103	Fri	08/08/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
104	Fri	08/08/2025	FY26*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS					N/A
105	Fri	08/08/2025	FY25	HR Office - Benefits	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS					
106	Fri	08/08/2025	FY25*	S. Yurus/ A. Hoang	TXU (all Campuses) and Adroit (UH,UHS) last feed for FY2025. Hold all future feed files received in August until Sep 2025 FY2026. (Note that Budget Reference must be changed to BP2026 for FY2026 feeds for TXU, Adroit)	PS GL					
107	Fri	08/08/2025	FY25*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroit.	PS GL					
108	Fri	08/08/2025	FY25*	A. Hoang	Create FY25 telephone zero encumbrance transactions for DTN. Note: Verify August telephone charge is fed prior to this job. Verify transactions after expense feed and prior to closing.	PS GL	N/A	N/A		N/A	N/A
109	Fri	08/08/2025	FY26*	HR Office/ UH Budget Office /M. Kirshner	Load position funding information to PS HRMS from Hyperion Budget Module for all campuses. (note: FY26 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM					N/A
110	Mon	08/11/2025	FY25	M. Busch	Off-Cycle Payroll MF080725 & BF080725	PS HRMS					
111	Mon	08/11/2025	FY25*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL		N/A	N/A		N/A
112	Mon	08/11/2025	FY25	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL					
113	Wed	08/13/2025	FY25*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2025 feed that includes state funds).	PS GL		N/A	N/A		N/A
114	Wed	08/13/2025	FY25	M. Busch	Absences are finalized at 12:00 for B081225 week 2	PS HRMS					
115	Thu	08/14/2025	FY25*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Postal Services.	PS GL					
116	Thu	08/14/2025	FY26*	College/Division Administrator	Departments can begin creating and submitting FY26 ePRF Forms. All campuses.	PS HRMS					N/A

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
117	Thu	08/14/2025	FY25	M. Busch	Biweekly Trial Payroll for B081225	PS HRMS					
118	Fri	08/15/2025	FY26*	S. Yurus/ A. Hoang	Update new FY State of Texas late payment interest rate in PS for 00797. AP (S. Yurus) will send new rate from Fiscal Management website to Financial Systems (A. Hoang).	Fin Systems					
119	Fri	08/15/2025	FY26*	All Campuses/ A. Hoang	Finalize UCI/WCI rates for FY26 for all campuses due to Financial Systems (A. Hoang). Hou and Systems - L. Skweres-Fluharty; CLC - M. Bautista; DTN - T. Meneley; VIC - E. Goodwin.	ACC/Fin. Systems					N/A
120	Fri	08/15/2025	FY26*	A. Hoang	Load FY26 UCI/WCI (all campuses) rates to PS GL allocations for FY26. Send the new rates to Human Resources (M. Kirshner)	Fin Systems					N/A
121	Fri	08/15/2025	FY25	A. Hoang	Create FY25 postage zero encumbrance transactions. (UH, SYS). Note: Verify August postage is fed prior to this job. Feed in daily. Verify transactions after expense feed and prior to closing.	PS GL		N/A	N/A		N/A
122	Fri	08/15/2025	FY25	Payroll	Payday for MF080725 & BF080725	PS HRMS					
123	Fri	08/15/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
124	Mon	08/18/2025	FY25	M. Busch	Biweekly Final Payroll for B081225 (Pay End Date 08/12/2025, Payday 08/22/2025)	Payroll					
125	Mon	08/18/2025	FY25	M. Busch	Absences are finalized at 12:00 for M083125	PS HRMS					
126	Tue	08/19/2025	FY25*	S. Yurus/ A. Hoang	Concur (for travel card payment) last feed for FY2025. Hold all future feed files received in August until Sep 2025 FY2026.	PS GL					
127	Tue	08/19/2025	FY25	M. Busch	Monthly Trial Payroll for M083125	PS HRMS					
128	Wed	08/20/2025	FY25	G. McClain/ A. Hoang	August Payroll Liabilities allocations. Including: ERS liab., TRS liab., Payroll due from/due to campus to Sys., Payroll receivable from State at Sys, AP bank, HR bank (After B081325 HR journals posted)	PS GL					
129	Wed	08/20/2025	FY25*	A. Hoang/ R. Walker	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR765, HR783 and HR784 for FY2025 USAS HR reimbursement.	PS GL					N/A
130	Wed	08/20/2025	FY25	M. Busch	Absences are finalized at 12:00 for B082625 week 1 (08/13/2025 - 08/26/2025)	PS HRMS					
131	Thu	08/21/2025	FY25	M. Busch	Monthly Final Payroll for M083125 (HOLD HR journals until all August Payroll allocations posting completed on 8/20/25)	PS HRMS					
132	Thu	08/21/2025	FY25	M. Busch/ A. Hoang	M083125 payroll journals must be FY25 Accrual Expenditures (Cash only) (Hold M083125 HR journals until all August Payroll allocations posting completed on 8/20/25)	PS HRMS / PS GL					
133	Fri	08/22/2025	FY25*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to AssetWorks.	PS GL					
134	Fri	08/22/2025	FY25	Payroll	Payday for B081225	Payroll					
135	Fri	08/22/2025	FY25	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS					
136	Fri	08/22/2025	FY26*	HR Office/ M. Kirshner	Load FY26 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY26 account code table must be loaded prior to this task) All campuses.	PS HRMS					N/A

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
137	Fri	08/22/2025	FY25	All Campuses AP Dept	Run batch processes to close or delete FY25 credit vouchers. All campuses.	PS GL					
138	Tue	08/26/2025	FY25	M. Busch	Off-Cycle Payroll MF082625 & BF082625	PS HRMS					
139	Tue	08/26/2025	FY26*	A. Hoang	Open FY2026 Accounting period 1 AP for UH, UHCL, and UHS.	PS GL			N/A		N/A
140	Wed	08/27/2025	FY25	M. Busch	Absences are finalized at 12:00 for B082625 week 2	PS HRMS					
141	Thu	08/28/2025	FY25	M. Busch	Biweekly Trial Payroll for B082625	PS HRMS					
142	Fri	08/29/2025	FY25	M. Busch	Last Reallocation Process for FY2025 Period 12	Payroll					
143	Fri	08/29/2025	FY25*	A. Hoang	Final FY2025 AP check run for all campuses	AP					
144	Fri	08/29/2025	FY25*	A. Hoang/ O. Guo	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2026 Cost Center file to Concur	PS GL					
145	Fri	08/29/2025	FY25*	HR Office/ M. Kirshner	Last FY25 ABBR Calc Program Run	PS HRMS					
146	Fri	08/29/2025	FY25/26*	M. Kirshner	Complete all Annual Security Review Audit in HR	PS HRMS					N/A
147	Fri	08/29/2025	FY26*	Budget Office/ Financial Systems	FY26 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL).	Budget Office			N/A	N/A	N/A
148	Fri	08/29/2025	FY25	M. Busch	Biweekly Final Payroll for B082625	Payroll					
149	Sun	08/31/2025	FY25*	All Campuses Dept	No vouchers create (close FY2025 Acctg Peroid 12 for AP&PO and FY2026 Acctg Period 1 for AP at 8:00 AM)	Dept					N/A
150	Sun	08/31/2025	FY25/26*	A. Hoang	PO Carryforward Process to create FY26 encumbrances and BP2026 budget for unliquidated FY25 PO's. This only applies to PO's on non-project (NA) cost centers (UH and UHS, UHD, UHCL only). (UHV if any)	PS GL					N/A
151	Mon	09/01/2025	FY25*	A. Hoang	Actual Closing #1 for UH, UHCL, UHD, UHS and UHV. Start Daily Actual Unclose/Close for UH & UHS, UHCL, UHD and UHV.	PS GL					
152	Tue	09/02/2025	FY25	Payroll	Payday for M083125, MF082625 & BF082625	Payroll					
153	Tue	09/02/2025	FY25	M. Busch	Absences are finalized at 12:00 for B083125 week 1	PS HRMS					
154	Tue	09/02/2025	FY26*	L. Luckett	Leave Liability Report, Terminated and Deceased report.	Financial Reporting					
155	Tue	09/02/2025	FY25*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2025. All campuses.	PS HRMS					
156	Tue	09/02/2025	FY25*	A. Hoang	B083125 Biweekly Final must be FY25 Accrual Expenditures (Cash only)	PS GL					



**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
157	Tue	09/02/2025	FY26*	A. Hoang	First FY2026 AP check run for all campuses	AP					N/A
158	Tue	09/02/2025	FY25*	A. Hoang	Zero payroll FY25 payroll encumbrances in PS GL. (this step need to wait until after the last FY2025 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL					
159	Wed	09/03/2025	FY26*	M. Busch	Absences are finalized at 12:00 for B090925 week 1						
160	Wed	09/03/2025	FY26*	M. Busch	Payroll Leave Accrual	Payroll					
161	Wed	09/03/2025	FY25*	M. Busch	Monthly - FY25 Vacation Roll-Over Deadline	PS HRMS					
162	Wed	09/03/2025	FY26*	M. Kirshner	Roll Department Budget State Rule table from FY25 to FY26. (note: FY26 account code table must be loaded prior to this task)	PS HRMS					N/A
163	Thu	09/04/2025	FY26*	State Accounting	Review and finalize FY26 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Deepu Kurian; D: Preston Heng; V: Stephanie Machicek)	State Accounting Office					N/A
164	Fri	09/05/2025	FY25*	Payroll	Payday for B082625	Payroll					
165	Fri	09/05/2025	FY25*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon (period 998)	Payroll					
166	Fri	09/05/2025	FY26*	M. Busch	FY2026 Payroll Initial Encumbrances	PS HRMS					N/A
167	Fri	09/05/2025	FY25*	A. Hoang	Final Physical Plant (PHP) charges (August Expenses) for <b>local funds</b> only UH and UHS (last FY2025 journal upload).	PS GL		N/A	N/A		N/A
168	Fri	09/05/2025	FY25/998*	M. Busch	First FY25 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting					
169	Fri	09/05/2025	FY26*	L. Luckett	Complete FY26 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL			N/A	N/A	N/A
170	Mon	09/08/2025	FY25*	HR Office - Benefits	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office					
171	Mon	09/08/2025	FY25	A. Hoang	PS GL EOM for August (with TRS liab, ORP liab and special Year End Payroll Accrual allocations)	PS GL					
172	Tue	09/09/2025	FY26*	Payroll	Off Cycle for MF090825 & BF090825	PS HRMS					
173	Tue	09/09/2025	FY26*	HR Office - Benefits	First FY26 ABBR Calc Program Run (Change Run Parameter to FY26)	PS HRMS					N/A
174	Wed	09/10/2025	FY26*	M. Busch	Absences are finalized at 12:00 for B090925 week 2	Payroll					
175	Thu	09/11/2025	FY25/998*	M. Busch	Final FY25 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office, UHD & UHV Budget Office.	Payroll					
176	Thu	09/11/2025	FY25/998*	Gretta McClain/ A. Hoang	FY25/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL					

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
177	Thu	09/11/2025	FY26*	M. Busch	Biweekly Trial Payroll for B090925	PS HRMS					
178	Fri	09/12/2025	FY26*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
179	Fri	09/12/2025	FY26*	HR Office - Benefits	Complete Review of FY26 ABBR Calcs	PS HRMS					N/A
180	Fri	09/12/2025	FY26*	A. Hoang	UHD - Telephone Initial Encumbrances for FY26.	PS GL	N/A	N/A		N/A	N/A
181	Mon	09/15/2025	FY26*	Payroll	Payday for MF090825 & BF090825	PS HRMS					
182	Mon	09/15/2025	FY26*	M. Busch	Biweekly Final Payroll for B090925	PS HRMS					
183	Tue	09/16/2025	FY25(998)/ FY26*	Campus Acctg Offices/ A. Hoang	FY25 vouchers accruals (Campus accounting office can run query UHS_AP_VOUCHER_TO_ACCRUE and review result) and send spreadsheets to A. Hoang for AP Accrual/Reversal journals uploads.	PS GL					
184	Tue	09/16/2025	FY26*	A. Hoang	AP Accrual reversal in Period 1, FY26.	PS GL					
185	Wed	09/17/2025	FY26*	HR Office - Benefits	ERS Salary File create	PS HRMS					
186	Wed	09/17/2025	FY26*	M. Busch	Absences are finalized at 12:00 for B092325 week 1	Payroll					
187	Thu	09/18/2025	FY26*	M. Busch	Absences are finalized at 12:00 for M093025	PS HRMS					
188	Thu	09/18/2025	FY25/998*	A. Hoang	PS GL FY25/998 period close for UH, SYS, DTN, CLC, and VIC. Include Grants F&A for UH (if 998 expenses exist) and Admin Charge for UH only. Include IDC for UHCL. (No IDC for UHD; No Admin Charge for UHCL) ** Note: FY25 Voucher Accruals journals must be posted before starting the FY25/998 Admin Charge process for UH.	PS GL					
189	Thu	09/18/2025	FY25/998*	A. Hoang	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHCL, UHD, UHV, UHS	PS GL					
190	Fri	09/19/2025	FY26*	Payroll	Payday for B083125 & B090925	Payroll					
191	Fri	09/19/2025	FY26*	M. Busch	Monthly Trial Payroll for M093025	PS HRMS					
192	Fri	09/19/2025	FY26*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
193	Fri	09/19/2025	FY26*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY26.	PS GL		N/A	N/A		N/A
194	Mon	09/22/2025	FY26*	M. Busch	Monthly Final for M093025	PS HRMS					
195	Tue	09/23/2025	FY26*	Payroll	Off Cycle for MF092225 & BF092225	Payroll					
196	Wed	09/24/2025	FY26*	M. Busch	Absences are finalized at 12:00 for B092325 week 2	Payroll					

**University of Houston Systems**  
**Fiscal 2025 - 2026 Year End Processing Calendar**

							Completion Date				
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHCL	UHD	UHS	UHV
197	Thu	09/25/2025	FY26*	M. Busch	Biweekly Trial Payroll for B092325	PS HRMS					
198	Thu	09/25/2025	FY26*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll					
199	Fri	09/26/2025	FY25*	Campus Acctg Offices	SEFA/SPTR Pass-through Certification - certifies that agency pass-through information is fully reconciled with the USAS pass-through data and entered correctly in the SEFA web application	Financial Report					
200	Mon	09/29/2025	FY26*	M. Busch	Biweekly Final Payroll for B092325	PS HRMS					
201	Wed	10/01/2025	FY26*	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for September	PS GL					
202	Tue	10/07/2025	FY26*	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL					N/A
203	Fri	10/10/2025	FY25*	L. Skweres-Fluharty	FY25 Reseach expenditure download to Research Information Center (UH only)	Financial Report		N/A	N/A	N/A	N/A
204	Thu	10/16/2025	FY25*	L. Skweres-Fluharty	Component AFR's due to Financial Reporting Dept.	AFR					
205	Thu	10/16/2025	FY25*	A. Hoang	NO MORE Journals TO FY25. FY25 PS GL close for all campuses	PS GL					
206	Sat	11/01/2025	FY25	S. Yurus/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.					
207	Sat	11/01/2025	FY25*	Campus Acctg Offices	Sources and Uses Report due to Austin	PS GL					
208	Sat	11/01/2025	FY25*	Campus Acctg Offices	SEFA Final Certification - certifies that all remaining SEFA data has been entered into the SEFA web application, and reconciles with the AFR and the USAS annual financial report balances	Financial Report					
209	Sat	11/15/2025	FY25*	L. Skweres-Fluharty	AFR due to Austin	Financial Report					