

University of Houston Systems
Fiscal 2026 - 2027 Year End Processing Calendar

							Completion Date			
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHS	UHCL	UHD
1	Fri	05/22/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
2	Fri	05/22/2026	FY26	M. Busch	Biweekly Final Payroll for B051926 (Pay End Date 05/19/2026)	PS HRMS				
3	Wed	05/27/2026	FY26	M. Busch	Absences are finalized at 12:00 for B060226 week 1	PS HRMS				
4	Wed	05/27/2026	FY26	M. Busch	Off-Cycle Payroll BF052526 & MF052526	PS HRMS				
5	Fri	05/29/2026	FY26		Payroll	Payday for B051926	PS HRMS			
6	Fri	05/29/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
7	Mon	06/01/2026	FY26/27*	A. Hoang/ UH, UHCL, UHD Student Accounting	Start the FYE Daily Student Feed to switch all BP2027 revenue SF transactions to Deferred Income (22100) and BP2027 expense SF transactions to Prepaid Expense (15100) and create adjustment journals with 09/01/2026 date.	PS GL				
8	Mon	06/01/2026	FY26		Payroll	Payday for M053126, BF052526 & MF052526	Payroll			
9	Mon	06/01/2026	FY26/27*	College/Division Administrator	Annual HR Security Access Audit Report is printed by College/Division Administrators to verify department users' access (all campuses)	PS HRMS				
10	Mon	06/01/2026	FY26	M. Busch	Payroll Leave Accrual	Payroll				
11	Mon	06/01/2026	FY26/27*	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
12	Wed	06/03/2026	FY26	M. Busch	Absences are finalized at 12:00 for B060226 week 2	PS HRMS				
13	Thu	06/04/2026	FY26	M. Busch	Biweekly Trial Payroll for B060226	PS HRMS				
14	Fri	06/05/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
15	Fri	06/05/2026	FY26	A. Hoang	EOM close in PS GL for May (all Campuses)	PS GL				
16	Mon	06/08/2026	FY26	M. Busch	Biweekly Final Payroll for B060226 (Pay End Date 06/02/2026)	PS HRMS				
17	Wed	06/10/2026	FY26	M. Busch	Absences are finalized at 12:00 for B061626 week 1	PS HRMS				
18	Wed	06/10/2026	FY26	M. Busch	Off-Cycle Payroll BF060926 & MF060926	PS HRMS				
19	Fri	06/12/2026	FY26		Payroll	Payday for B060226	Payroll			
20	Fri	06/12/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
21	Mon	06/15/2026	FY26		Payroll	Payday for BF060926 & MF060926	Payroll			
22	Wed	06/17/2026	FY26	M. Busch	Absences are finalized at 12:00 for B061626 week 2	PS HRMS				
23	Wed	06/17/2026	FY26	M. Busch	Absences are finalized at 12:00 for M063026	PS HRMS				
24	Thu	06/18/2026	FY26	M. Busch	Biweekly Trial Payroll for B061626	PS HRMS				
25	Thu	06/18/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
26	Thu	06/18/2026	FY26	M. Busch	Monthly Trial Payroll for M063026	PS HRMS				
27	Thu	06/18/2026	FY27*	Budget Offices	Review and finalize all FY27 PS GL Budget Related Trees for all campuses : BUDGET_REFERENCE tree and DEPTID_ROLLUP tree (Campus Budget Office)	PS GL				
28	Mon	06/22/2026	FY26	M. Busch	Biweekly Final Payroll for B061626 (Pay End Date 06/16/2026)	PS HRMS				
29	Tue	06/23/2026	FY26	M. Busch	Monthly Final Payroll for M063026	PS HRMS				
30	Wed	06/24/2026	FY26	M. Busch	Absences are finalized at 12:00 for B063026 week 1	PS HRMS				
31	Fri	06/26/2026	FY26		Payroll	Payday for B061626	Payroll			
32	Fri	06/26/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
33	Fri	06/26/2026	FY26	M. Busch	Off-Cycle Payroll BF062426 & MF062426	PS HRMS				
34	Fri	06/26/2026	FY26/26*	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
35	Fri	06/26/2026	FY27*	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				
36	Wed	07/01/2026	FY26		Payroll	Payday for M063026, BF062426 & MF062426	Payroll			
37	Wed	07/01/2026	FY26	M. Busch	Payroll Leave Accrual	Payroll				
38	Wed	07/01/2026	FY26	M. Busch	Absences are finalized at 12:00 for B063026 week 2	PS HRMS				
39	Thu	07/02/2026	FY26	M. Busch	Biweekly Trial Payroll for B063026	Payroll				
40	Thu	07/02/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll				
41	Mon	07/06/2026	FY26	M. Busch	Biweekly Final Payroll for B063026 (Pay End Date 06/30/2026)	PS HRMS				
42	Tue	07/07/2026	FY26	M. Busch/ A. Hoang	Last Payroll journals feed for June	PS HRMS				

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43	Tue	07/07/2026	FY26	A. Hoang	Post Postage charges UH and UHS.	PS GL				
44	Tue	07/07/2026	FY27*	A. Hoang	Load FY27 Non Salary and Wages budget journals obtained from Hyperion feed files for UHD ONLY.	PS GL	N/A	N/A	N/A	
45	Tue	07/07/2026	FY27*	A. Hoang/ UH Budget Office	Load FY27 Salary & Wages Budget Journals obtained from Hyperion feed files for UHD ONLY.	BDM	N/A	N/A	N/A	
46	Tue	07/07/2026	FY27*	Budget Office/ B. Duarte	Verify FY27 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	
47	Tue	07/07/2026	FY27*	Budget Office/ B. Duarte	Verify FY27 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	
48	Wed	07/08/2026	FY26	M. Busch	Absences are finalized at 12:00 for B071426 week 1	PS HRMS				
49	Wed	07/08/2026	FY27*	A. Hoang	Open FY27 Accounting period 1 for GL, PO, Req. for UHD ONLY to allow encumbrance processing for PO and Req. in FY27.	PS GL	N/A	N/A	N/A	
50	Wed	07/08/2026	FY27*	A. Hoang	Open FY2027 Accounting period 1 AP for UHD.	PS GL	N/A	N/A	N/A	
51	Fri	07/10/2026	FY26	Payroll	Payday for B063026	PS HRMS				
52	Fri	07/10/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
53	Fri	07/10/2026	FY26	M. Busch	Off-Cycle Payroll BF070726 & MF070726	PS HRMS				
54	Fri	07/10/2026	FY26	A. Hoang	Feed July telephone (UHCL and UHD)	PS GL				
55	Fri	07/10/2026	FY26	HR Office - Benefits	Send first notice of employees at risk of losing vacation to CBA/DBA/HR Directors (all campuses)	HR Office				
56	Mon	07/13/2026	FY26	A. Hoang	EOM close in PS GL for June (all Campuses)	PS GL				
57	Tue	07/14/2026	FY26	A. Hoang	Post Postage charges UH and UHS.	PS GL				
58	Wed	07/15/2026	FY26	Payroll	Payday for MF070726 & BF070726	PS HRMS				
59	Wed	07/15/2026	FY26*	Campus Acctg Offices	SEFA Initial Confirmation due - establishes that pass-through expenditures/revenues exist between agencies	Financial Report				
60	Wed	07/15/2026	FY26	M. Busch	Absences are finalized at 12:00 for B071426 week 2	PS HRMS				
61	Wed	07/15/2026	FY27*	A. Hoang	Load FY27 Non Salary and Wages budget journals obtained from Hyperion feed files for UHCL ONLY.	PS GL	N/A	N/A		N/A
62	Wed	07/15/2026	FY27*	A. Hoang/ UH Budget Office	Load FY27 Salary & Wages Budget Journals obtained from Hyperion feed files for UHCL ONLY.	BDM	N/A	N/A		N/A
63	Thu	07/16/2026	FY27*	Budget Office/ B. Duarte	Verify FY27 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
64	Thu	07/16/2026	FY27*	Budget Office/ B. Duarte	Verify FY27 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
65	Thu	07/16/2026	FY26	M. Busch	Biweekly Trial Payroll for B0711426	PS HRMS				
66	Fri	07/17/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
67	Mon	07/20/2026	FY27*	A. Hoang	Open FY27 Accounting period 1 for GL, PO, Req. for UHCL ONLY to allow encumbrance processing for PO and Req. in FY27.	PS GL	N/A	N/A		N/A

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68	Mon	07/20/2026	FY27*	A. Hoang/ UH Budget Office	Load FY27 Non Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	PS GL			N/A	N/A
69	Mon	07/20/2026	FY27*	A. Hoang/ UH Budget Office	Load FY27 Salary and Wages budget journals for UH & UHS from Hyperion Budget Module feed files.	BDM			N/A	N/A
70	Mon	07/20/2026	FY26	M. Busch	Biweekly Final Payroll for B071426 (Pay End Date 07/14/2026)	PS HRMS				
71	Tue	07/21/2026	FY26	M. Busch	Absences are finalized at 12:00 for M073126	PS HRMS				
72	Tue	07/21/2026	FY26	A. Hoang	Post Postage charges UH and UHS.	PS GL				
73	Wed	07/22/2026	FY26	M. Busch	Absences are finalized at 12:00 for B072826 week 1	PS HRMS				
74	Wed	07/22/2026	FY26	M. Busch	Monthly Trial Payroll for M073126	PS HRMS				
75	Thu	07/23/2026	FY27*	Budget Office/ B. Duarte	Verify FY27 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
76	Thu	07/23/2026	FY27*	Budget Office/ B. Duarte	Verify FY27 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
77	Fri	07/24/2026	FY27*	A. Hoang	Open FY27 Accounting period 1 for GL, PO, Req. for UH and UHS to allow encumbrance processing for PO and Req. in FY27.	PS GL			N/A	N/A
78	Fri	07/24/2026	FY26	Payroll	Payday for B071426	Payroll				
79	Fri	07/24/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
80	Fri	07/24/2026	FY26	M. Busch	Monthly Final Payroll for M073126	PS HRMS				
81	Fri	07/24/2026	FY26/26*	A. Hoang	Complete all Annual Security Review changes in Finance (GL). UH and UHS only	PS GL			N/A	N/A
82	Fri	07/24/2026	FY27*	M. Kirshner/ Financial Systems	Load FY27 account code table (as of effective date 09/01/2026) in PS HRMS from PS GL for all campuses. Note that: Account Code table load must wait until FY27 Salary & wages budget journals posted in GL and confirmation from the budget offices that all FY27 Salary & wages budgets are loaded correctly.	PS HRMS				
83	Fri	07/24/2026	FY27*	Michael Burns	Extract from Hyperion Budget Module FY27 positions funding information and send to PS HRMS department budget staging table. For all campuses.	BDM				
84	Fri	07/24/2026	FY27*	Michael Burns	Extract from Hyperion Budget Module FY27 pay rates data to load to staging table in HRMS for HR offices to review and approve. For all campuses.	BDM				
85	Tue	07/28/2026	FY26	M. Busch	Off-Cycle Payroll BF072726 & MF072726	Payroll				
86	Tue	07/28/2026	FY26	A. Hoang	Post Postage charges UH and UHS.	PS GL				
87	Wed	07/29/2026	FY27*	HR Office/ M. Kirshner	Load FY27 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				
88	Wed	07/29/2026	FY26	M. Busch	Absences are finalized at 12:00 for B072826 week 2	PS HRMS				
89	Thu	07/30/2026	FY27*	Budget Office	Start reviewing FY27 department budget info. loaded in the HRMS department budget staging table for all campuses.	Budget Office				
90	Thu	07/30/2026	FY26	M. Busch	Biweekly Trial Payroll for B072826	PS HRMS				
91	Fri	07/31/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				

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92	Mon	08/03/2026	FY26/27*	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 (hrpsoft@central.uh.edu) all campuses.	PS HRMS				
93	Mon	08/03/2026	FY26	Payroll	Payday for M073126, MF072726 & BF072726	Payroll				
94	Mon	08/03/2026	FY26	M. Busch	Biweekly Final Payroll for B072826 (Pay End Date 07/28/2026, Payday 08/07/2026)	Payroll				
95	Mon	08/03/2026	FY26	A. Hoang	Post Postage charges UH and UHS.	PS GL				
96	Tue	08/04/2026	FY26	Campus Dept	Last day to Initiate ePRF Forms for FY26 Positions. All campuses.	PS HRMS				
97	Tue	08/04/2026	FY26	M. Busch	Payroll Leave Accrual	PS HRMS				
98	Tue	08/04/2026	FY26	M. Busch/ A. Hoang	Last Payroll journals feed for July	PS HRMS				
99	Wed	08/05/2026	FY27*	HR Office/ M. Kirshner	Load FY27 pay rates to Staging Table in PS for all campuses. HR to review and approve.	PS HRMS				
100	Wed	08/05/2026	FY26	M. Busch	Absences are finalized at 12:00 for B081126 week 1	PS HRMS				
101	Fri	08/07/2026	FY26	Payroll	Payday for B072826	Payroll				
102	Fri	08/07/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
103	Fri	08/07/2026	FY26*	O. Guo/ A. Hoang	TXU (all Campuses) and Adroit (UH,UHS) last feed for FY2026. Hold all future feed files received in August until Sep 2026 FY2027. (Note that Budget Reference must be changed to BP2027 for FY2027 feeds for TXU, Adroit)	PS GL				
104	Fri	08/07/2026	FY26*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Adroit.	PS GL				
105	Fri	08/07/2026	FY27*	Payroll	Verify new fiscal year Payroll tables are finalized.	PS HRMS				
106	Fri	08/07/2026	FY26	HR Office - Benefits	Send second notice of employees at risk of losing vacation to CBA/DBA/HR Directors	PS HRMS				
107	Fri	08/07/2026	FY27*	HR Office/ UH Budget Office /M. Kirshner	Load position funding information to PS HRMS from Hyperion Budget Module for all campuses. (note: FY27 account code table must be loaded prior to this task) All campuses.	PS HRMS / BDM				
108	Mon	08/10/2026	FY26	A. Hoang	EOM close in PS GL for July (all Campuses)	PS GL				
109	Mon	08/10/2026	FY26*	A. Hoang	Create FY26 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	
110	Tue	08/11/2026	FY26	M. Busch	Off-Cycle Payroll MF081026 & BF081026	PS HRMS				
111	Tue	08/11/2026	FY26*	A. Hoang	Post Postage charges (August Expenses) UH and UHS.	PS GL			N/A	N/A
112	Wed	08/12/2026	FY26*	A. Hoang	Physical Plant (PHP) charges (August Expenses) UH and UHS (last FY2026 feed that includes state funds).	PS GL			N/A	N/A
113	Wed	08/12/2026	FY26	M. Busch	Absences are finalized at 12:00 for B081126 week 2	PS HRMS				
114	Thu	08/13/2026	FY26*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to Postal Services.	PS GL				
115	Thu	08/13/2026	FY27*	College/Division Administrator	Departments can begin creating and submitting FY27 ePRF Forms. All campuses.	PS HRMS				
116	Thu	08/13/2026	FY26	M. Busch	Biweekly Trial Payroll for B081126	PS HRMS				
117	Fri	08/14/2026	FY27*	O. Guo/ 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				
118	Fri	08/14/2026	FY27*	All Campuses/ A. Hoang	Finalize UCI/WCI rates for FY27 for all campuses due to Financial Systems (A. Hoang). Hou and Systems - L. Skweres-Fluharty; CLC - M. Bautista; DTN - T. Meneley	ACC/Fin. Systems				
119	Fri	08/14/2026	FY27*	A. Hoang	Load FY27 UCI/WCI (all campuses) rates to PS GL allocations for FY27. Send the new rates to Human Resources (M. Kirshner)	Fin Systems				

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120	Fri	08/14/2026	FY26	A. Hoang	Create FY26 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
121	Fri	08/14/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
122	Mon	08/17/2026	FY26	Payroll	Payday for MF081126 & BF081126	PS HRMS				
123	Mon	08/17/2026	FY26	M. Busch	Biweekly Final Payroll for B081126 (Pay End Date 08/11/2026, Payday 08/21/2026)	Payroll				
124	Tue	08/18/2026	FY26	M. Busch	Absences are finalized at 12:00 for M083126	PS HRMS				
125	Tue	08/18/2026	FY26*	O. Guo/ A. Hoang	Concur (for travel card payment) last feed for FY2026.	PS GL				
126	Wed	08/19/2026	FY26	M. Busch	Absences are finalized at 12:00 for B082526 week 1 (08/12/2026 - 08/25/2026)	PS HRMS				
127	Wed	08/19/2026	FY26	M. Busch	Monthly Trial Payroll for M083126	PS HRMS				
128	Wed	08/19/2026	FY26	G. McClain/ A. Hoang	August Payroll Liabilities allocations. Including: ERS liab., TRS liab., Payoll due from/due to campus to Sys., Payroll receivable from State at Sys, AP bank, HR bank (After B081126 HR journals posted)	PS GL				
129	Wed	08/19/2026	FY26*	A. Hoang/ R. Walker	NO Payroll Reimb Accrual journal generate for HR730, HR759, HR783 and HR784 for FY2026 USAS HR reimbursment.	PS GL				
130	Thu	08/20/2026	FY27*	HR Office/ M. Kirshner	Load FY27 pay rates from Job Data Staging Table to PS HR Job Data for all campuses. (note: FY27 account code table must be loaded prior to this task) All campuses.	PS HRMS				
131	Fri	08/21/2026	FY26	M. Busch	Monthly Final Payroll for M083126 (HOLD HR journals until all August Payroll allocations posting completed on 8/19/26)	PS HRMS				
132	Fri	08/21/2026	FY26	M. Busch/ A. Hoang	M083126 payroll journals must be FY26 Accrual Expenditures (Cash only) (Hold M083126 HR journals until all August Payroll allocations posting completed on 8/19/26)	PS HRMS / PS GL				
133	Fri	08/21/2026	FY26*	A. Hoang	Change Budget Reference to next fiscal year on Cost Center files to AssetWorks.	PS GL				
134	Fri	08/21/2026	FY26	Payroll	Payday for B081126	Payroll				
135	Fri	08/21/2026	FY26	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	PS HRMS				
136	Tue	08/25/2026	FY26	M. Busch	Off-Cycle Payroll MF082426 & BF082426	PS HRMS				
137	Tue	08/25/2026	FY27*	A. Hoang	Open FY2027 Accounting period 1 AP for UH, UHCL, and UHS.	PS GL				N/A
138	Wed	08/26/2026	FY26	All Campuses AP Dept	Run batch processes to close or delete FY26 credit vouchers. All campuses.	PS GL				
139	Wed	08/26/2026	FY26	M. Busch	Absences are finalized at 12:00 for B082526 week 2 (08/12/2026 - 08/25/2026)	PS HRMS				
140	Thu	08/27/2026	FY26	M. Busch	Biweekly Trial Payroll for B082526	PS HRMS				
141	Fri	08/28/2026	FY26*	HR Office/ M. Kirshner	Last FY26 ABBR Calc Program Run	PS HRMS				
142	Fri	08/28/2026	FY26	M. Busch	Last Reallocation Process for FY2026 Period 12	Payroll				
143	Mon	08/31/2026	FY26*	A. Hoang	Final FY2026 AP check run for all campuses	AP				
144	Mon	08/31/2026	FY26*	A. Hoang/ O. Guo	*** Pending on notification from AP - Travel Office, Extracts/Sends FY2027 Cost Center file to Concur	PS GL				
145	Mon	08/31/2026	FY26/27*	M. Kirshner	Complete all Annual Security Review Audit in HR	PS HRMS				
146	Mon	08/31/2026	FY27*	Budget Office/ Financial Systems	FY27 Admin. Rate due to Financial Systems (A. Hoang). (UH and UHCL).	Budget Office		N/A		N/A
147	Mon	08/31/2026	FY26	M. Busch	Biweekly Final Payroll for B082526	Payroll				
148	Mon	08/31/2026	FY26*	All Campuses Dept	No vouchers create (close FY2026 Acctg Peroid 12 for AP&PO and FY2027 Acctg Period 1 for AP at 8:00 AM)	Dept				

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149	Mon	08/31/2026	FY26/27*	A. Hoang	PO Carryforward Process to create FY27 encumbrances and BP2027 budget for unliquidated FY26 PO's. This only applies to PO's on non-project (NA) cost centers (UH and UHS, UHD, UHCL only).	PS GL				
150	Tue	09/01/2026	FY26*	A. Hoang	Actual Closing #1 for UH, UHCL, UHD, and UHS. Start Daily Actual Unclose/Close for UH & UHS, UHCL, and UHD.	PS GL				
151	Tue	09/01/2026	FY26	Payroll	Payday for M083126, MF082426 & BF082426	Payroll				
152	Tue	09/01/2026	FY26	M. Busch	Absences are finalized at 12:00 for B083126 week 1	PS HRMS				
153	Tue	09/01/2026	FY27*	L. Skweres-Fluharty	Leave Liability Report, Terminated and Deceased report.	Financial Reporting				
154	Tue	09/01/2026	FY26*	A. Hoang	B083126 Biweekly Final must be FY26 Accrual Expenditures (Cash only)	PS GL				
155	Tue	09/01/2026	FY27*	A. Hoang	First FY2027 AP check run for all campuses	AP				
156	Tue	09/01/2026	FY26*	A. Hoang	Zero payroll FY26 payroll encumbrances in PS GL. (this step need to wait until after the last FY2026 Payroll Encumbrances journal has posted). Note: Includes all Salaries and Wages as well as Fringe Benefit accounts.	PS GL				
157	Wed	09/02/2026	FY27*	M. Busch	Absences are finalized at 12:00 for B090826 week 1					
158	Wed	09/02/2026	FY27*	M. Busch	Payroll Leave Accrual	Payroll				
159	Wed	09/02/2026	FY26*	M. Busch	Generate final payroll encumbrances (Biweekly only) release journals for FY2026. All campuses.	PS HRMS				
160	Wed	09/02/2026	FY27*	M. Kirshner	Roll Department Budget State Rule table from FY26 to FY27. (note: FY27 account code table must be loaded prior to this task)	PS HRMS				
161	Thu	09/03/2026	FY27*	State Accounting	Review and finalize FY27 Department Budget State Rule Table -- All campuses (H,S: Robert Walker; C: Deepu Kurian; D: Preston Heng)	State Accounting Office				
162	Thu	09/03/2026	FY26*	M. Busch	Monthly - FY26 Vacation Roll-Over Deadline	PS HRMS				
163	Fri	09/04/2026	FY26*	Payroll	Payday for B082526	Payroll				
164	Fri	09/04/2026	FY27*	M. Busch	FY2027 Payroll Initial Encumbrances	PS HRMS				
165	Fri	09/04/2026	FY26*	A. Hoang	Final Physical Plant (PHP) charges (August Expenses) for local funds only UH and UHS (last FY2026 journal upload).	PS GL			N/A	N/A
166	Fri	09/04/2026	FY26/998*	M. Busch	First FY26 998 Payroll Reallocation Process (process start after 5:00 PM).	Dept/General Accounting				
167	Fri	09/04/2026	FY27*	L. Skweres-Fluharty	Complete FY27 KUHT and KUHF SJE setup (UH only). SJE for Student Service Admin Charge for UHCL.	PS GL		N/A		N/A
168	Mon	09/07/2026	FY26	A. Hoang	PS GL EOM for August (with TRS liab, ORP liab and special Year End Payroll Accrual allocations)	PS GL				
169	Tue	09/08/2026	FY27*	Payroll	Off Cycle for MF090826 & BF090826	PS HRMS				
170	Tue	09/08/2026	FY26*	HR Office - Benefits	Send Report of employees that lost vacation to CBA/DBA/HR Directors	HR Office				
171	Wed	09/09/2026	FY27*	M. Busch	Absences are finalized at 12:00 for B090826 week 2	Payroll				
172	Wed	09/09/2026	FY27*	HR Office - Benefits	First FY27 ABBR Calc Program Run (Change Run Parameter to FY27)	PS HRMS				
173	Thu	09/10/2026	FY27*	M. Busch	Biweekly Trial Payroll for B090826	PS HRMS				
174	Thu	09/10/2026	FY26/998*	M. Busch	Final FY26 998 Payroll Reallocation process - pending notifications from General Accounting. General Accounting will also notify UHCL General Accounting office and UHD Budget Office.	Payroll				
175	Fri	09/11/2026	FY26/998*	Gretta McClain/ A. Hoang	FY26/998 Special Payroll Year-End accrual allocations (including TRS and ERS Liab. Allocations)	PS GL				
176	Mon	09/14/2026	FY27*	M. Busch	Biweekly Final Payroll for B090826	PS HRMS				
177	Tue	09/15/2026	FY27*	Payroll	Payday for MF090826 & BF090826	PS HRMS				

University of Houston Systems
Fiscal 2026 - 2027 Year End Processing Calendar

							Completion Date			
Item #	Day	Date	FY	Responsibility	Activity	Application	UH	UHS	UHCL	UHD
178	Tue	09/15/2026	FY27*	M. Busch	Absences are finalized at 12:00 for M093026	PS HRMS				
179	Wed	09/16/2026	FY26(998)/ FY27*	Campus Acctg Offices/ A. Hoang	FY26 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				
180	Wed	09/16/2026	FY27*	A. Hoang	AP Accrual reversal in Period 1, FY27.	PS GL				
181	Wed	09/16/2026	FY27*	M. Busch	Absences are finalized at 12:00 for B092226 week 1	Payroll				
182	Thu	09/17/2026	FY26/998*	A. Hoang	PS GL FY26/998 period close for UH, SYS, CLC, and DTN. 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: FY26 Voucher Accruals journals must be posted before starting the FY26/998 Admin Charge process for UH.	PS GL				
183	Thu	09/17/2026	FY26/998*	A. Hoang	After all 998 Grants F&A journals posted: Run Payroll Labor Distribution process for UH, UHCL, UHD, and UHS.	PS GL				
184	Thu	09/17/2026	FY27*	M. Busch	Monthly Trial Payroll for M093026	PS HRMS				
185	Fri	09/18/2026	FY27*	HR Office - Benefits	Complete Review of FY27 ABBR Calcs	PS HRMS				
186	Fri	09/18/2026	FY27*	HR Office - Benefits	ERS Salary File create	PS HRMS				
187	Fri	09/18/2026	FY27*	Payroll	Payday for B083126 & B090826	Payroll				
188	Fri	09/18/2026	FY27*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll				
189	Fri	09/18/2026	FY27*	A. Hoang	UH and UHS - Postage Initial Encumbrances for FY27.	PS GL			N/A	N/A
190	Mon	09/21/2026	FY27*	M. Busch	Monthly Final for M093026	PS HRMS				
191	Tue	09/22/2026	FY27*	Payroll	Off Cycle for MF092226 & BF092226	Payroll				
192	Wed	09/23/2026	FY27*	M. Busch	Absences are finalized at 12:00 for B092226 week 2	Payroll				
193	Thu	09/24/2026	FY27*	M. Busch	Biweekly Trial Payroll for B092226	PS HRMS				
194	Fri	09/25/2026	FY27*	M. Busch	Reallocations Processed at 7:00 AM - 12:00 by noon	Payroll				
195	Fri	09/25/2026	FY26*	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				
196	Mon	09/28/2026	FY27*	M. Busch	Biweekly Final Payroll for B092226	PS HRMS				
197	Thu	10/01/2026	FY27*	M. Busch/ A. Hoang	Last Payroll Journals to PS GL for September	PS GL				
198	Wed	10/07/2026	FY27*	A. Hoang	EOM close in PS GL for September (all Campuses)	PS GL				
199	Fri	10/09/2026	FY26*	L. Skweres-Fluharty	FY26 Reseach expenditure download to Research Information Center (UH only)	Financial Report		N/A	N/A	N/A
200	Thu	10/15/2026	FY26*	L. Skweres-Fluharty	Component AFR's due to Financial Reporting Dept.	AFR				
201	Thu	10/15/2026	FY26*	A. Hoang	NO MORE Journals TO FY26. FY26 PS GL close for all campuses	PS GL				
202	Thu	10/15/2026	FY26	O. Guo/ M. Busch	AP Tax info. to Payroll for employees (Annual)	AP/ Payroll Dept.				
203	Sun	11/01/2026	FY26*	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				
204	Fri	11/13/2026	FY26*	Campus Acctg Offices	Sources and Uses Report due to Austin and Financial Reporting	PS GL				
205	Sun	11/15/2026	FY26*	Campus Acctg Offices	FY26 IFRS report due to Austin	PS GL				