

MNSCU FISCAL CALENDAR - OPENING FY 2010

Updated 6/25/2009 **Dates are tentative and subject to change.**

Module or Process	Date	Time	Function	System Office	Institution	ITS
Open FY 2010						
MnSCU ISRS	December 15, 2008		Update USBank Remittance file "Banking Date" - Campus Assistance identify the federal reserve holidays for the next calendar year and send email to Roger Gillson, Wayne Korman, & Teri Welter.	X		X
MnSCU Student PR	January 1, 2009		Student Payroll - Exempt W-4's on File		X	
MnSCU Acctng	January 17, 2009		Object codes rolled into all databases	X		X
MnSCU Acctng	January 17, 2009		Object Code Crosswalk Table Updated	X		X
MnSCU Acctng	January 17, 2009		New Fiscal Year Opened in all databases			X
MnSCU Acctng	January 17, 2009		Open Transactions - EN, EF, CB, CP, XP, RE & JG			X
MnSCU Acctng	January 23, 2009		Send message review cost centers, roll cost centers, update cost center crosswalk, and roll BAT tables	X		
MnSCU HR/PR	February 1, 2009		Request from OOC HR: 1.FY 2009 Balloon Insurance deduction pay date (occurs sometime in April) 2. Pay date Balloon Insurance deduction covers through Table = INSR_BALLOON_DATES Send info to ITS	X		
MnSCU Acctng	March 1, 2009		Roll Cost Centers (Recommendation)		X	
MnSCU Acctng	March 1, 2009		Update Cost Center Crosswalk Table (Recommendation)		X	
MnSCU Acctng	March 1, 2009		Roll Budget Authority Tables (Recommendation)		X	
MnSCU HR/PR	March 15, 2009 (est. date)		Preparation for HR Bargaining Assignments Roll		X	
MnSCU AR	April 3, 2009		Accounts Receivable Table Set-Up (Recommendation)		X	
MnSCU HR/PR	April 13, 2009 (est. date)		HR projections setup for all databases - start running the projections/posting for a fiscal year.			X
MnSCU HR/PR	April 13, 2009 (est. date)		HR Bargaining Unit Assignments Roll (Done in three phases beginning around April 15)		X	
MnSCU Student PR	April 13, 2009		Student Payroll Table Rollouts - The following tables need to be rolled out each fiscal year: PR_FA_CNTRL, PR_MATCH_RULES (PR0007UG), and PR_PAY_PERIOD (PR0002UG). For the PR0002UG - Confirm the pay periods in the FY that is being opened, then also setup the pay periods for the following FY. Also consult Tax Services about Tax schedule.	X		X
MnSCU PCS	April 13, 2009		PCS Security Roll		X	
SEMA4	April 30, 2009		SEMA4 Labor Distribution Available for Summer Session Payroll.	X		
MnSCU HR/PR	April 30, 2009		Begin running the employee payroll lump sum interface program for FY 2010 (HR3080 Employee Gross Adjustment Roster) Start first PPE of new FY payroll expenditures.	X		X
MAPS	May 1, 2009		Set up expense budget codes in MAPS for SEMA4 - This must be done by 6/1/09	X		
MnSCU Acctng	May 1, 2009		Establish/Roll Budgets in MnSCU (Recommendation)		X	X
MnSCU Acctng	May 1, 2009		Open Transaction - PR			X
MnSCU Acctng	May 11, 2009		Establish revenue budgets in ISRS - These must be entered into ISRS so that the OOC can set up MAPS budgets		X	
MnSCU Student PR	May 30, 2009		Student Payroll Table Set-Up (Recommendation)		X	
MAPS	June 1, 2009		MAPS - Cash Flow Authority requests to MMB		X	
MAPS	June 15, 2009		Load MAPS Budget Information	X		
MnSCU Acctng	July 1, 2009		Open Transactions - PV, XV, EV, CM, JC			X
MnSCU Acctng	July 1, 2009		Initial Appropriation Allocation for FY 2010 transferred to institutions in MAPS.	X	X	
MnSCU HR/PR	October 31, 2009		FICA and Medicare Rates and FICA Limits Updated	X		X
MnSCU HR/PR	November 1, 2009		HR Insurance Rates. Enter insurance rates for the new calendar year.			X
MnSCU Student PR	December 1, 2009		Update Student Payroll Tax Tables and Tax Treaty Information	X		