

To: UMB Administrators/Fiscal Officers
From: Office of the Controller (OOTC)
Subject: Calendar Year-End Deadlines
Date: October 31, 2024

Due to the closure of the Office of the Controller (OOTC) and Sponsored Projects Accounting and Compliance (SPAC) during the UMB winter break from Wednesday, December 25, 2024, through Wednesday, January 1, 2025, the following deadlines for processing transactions must be adhered to:

Transaction Description	Deadline Date (by 5pm unless otherwise noted)
Approved employee travel and business expense forms for inclusion in Pay Period 25-12 (Pay Date 12/20/24)	Tuesday - December 3
Approved non-employee travel expense NONPO invoices and supporting documentation for inclusion as a payment in December submitted to OOTC-Travel	Wednesday - December 4
Payroll Adjustment Forms for inclusion in Pay Period 25-12 (Pay Date 12/20/24) submitted to OOTC-Payroll	Friday – December 6
Foreign wire requests for payment in December submitted to Disbursements	Friday - December 6 - noon
Working Fund checks for inclusion as a payment in December submitted to OOTC-Working Fund.	Friday - December 6
Working Fund check pick up appointments from the Cashier’s office (last day for pickup).	Monday – December 23
Accounts Payable invoices (PO and NONPO) for inclusion as a payment in December submitted to OOTC-Accounts Payable	Friday - December 6
Final Timesheet approval in eUMB-HRMS for PP25-12 (Pay Date 12/20/24)	Wednesday - December 4
Final payroll corrections for PP25-12 (Pay Date 12/20/24) submitted to OOTC-Payroll	Friday - December 13 - Noon
Approved employee travel and business expense forms for inclusion in Pay Period 25-13 (Pay Date 01/03/24)	Friday – December 13
Direct Retros for PP25-13 submitted to SPAC-Cost Analysis	Thursday – December 19 – COB
Budget Retros for PP25-13 fully approved in Quantum Financials	Friday – December 20 – 8PM
Payroll Adjustment Forms for inclusion in Pay Period 25-13 (Pay Date 01/03/25) submitted to OOTC-Payroll	Thursday – December 19

Transaction Description	Deadline Date (by 5pm unless otherwise noted)
Deposits submitted to cashier's window for inclusion as a receipt in December (also last day for GWF check pickup appointments)	Monday – December 23
Debit Memos and Journal Entries submitted in Quantum Financials	Friday – December 20 – 4pm
Final Timesheet approval in eUMB-HRMS for PP25-13 (Pay Date 01/03/25)	Tuesday – December 24
Final payroll corrections for PP25-13 (Pay Date 01/03/25) submitted to OOTC-Payroll	Friday - December 27 - Noon

If you have questions concerning these submission dates, please feel free to contact the appropriate person listed below:

Transaction category	Contact name	Extension	Email
Debit Memos/Journal Entries	Bryan Mack	6-2910	bmack@umaryland.edu
Deposits	Lisa Johnson	6-1334	studentaccountmgmt@umaryland.edu
Direct/Budget Retros	Beryl Gwan	6-2909	bgwan@umaryland.edu
Disbursements/Accounts Payable	Lynell Griffin	6-2931	AP_FinSvc@umaryland.edu
Disbursements/Travel	Dnika Russell	6-6527	help@umaryland.edu
Disbursements/Working Fund	Brandi Baylor	6-5142	Fs-workingfund@umaryland.edu
Disbursements/Foreign Wires	Tina Nitz	6-2939	AP_FinSvc@umaryland.edu
Payroll	Candace Chow	6-1243	DL-BFPayrollHelp@umaryland.edu