

Shirley Bair

From: Pay & Effort IBIS System [L-P+E@LISTS.PSU.EDU] on behalf of Terry Walter [TJW134@mail.fis.psu.edu]
Sent: Thursday, June 01, 2006 1:34 PM
To: L-P+E@LISTS.PSU.EDU
Subject: Year End Closing Dates for 1002 Account

THE FOLLOWING ARE THE YEAR-END CLOSING
DATES FOR THE 1002 CLEARING ACCOUNT
FOR THE FISCAL YEAR 2005-06:

JUNE 21, 2006, JUNE 19TH BI-WEEKLY PAYROLL HAS BEEN ENTERED
INTO THE FINANCIAL SYSTEMS.

JUNE 27, 2006 PRECLEARING REPORTS FOR THE JUNE 19TH
BI-WEEKLY AND JUNE 26TH SALARY PAYROLLS WILL BE ON EDDS.
THESE REPORTS WILL REFLECT TRANSACTIONS ENTERED THROUGH
JUNE 26TH AT 5:00 P.M.

JUNE 28, 2006 JUNE PAYROLLS HAVE BEEN ENTERED
INTO THE FINANCIAL SYSTEM AND 1002 BALANCES WILL BE AVAILABLE

JULY 3, 2005 A 2ND PRECLEARING REPORT FOR
THE JUNE PAYROLLS WILL BE ON EDDS.
THIS REPORT WILL REFLECT TRANSACTIONS ENTERED THROUGH JUNE 30 AT 5:00 P.M.

JULY 5, 2006 A THIRD PRECLEARING REPORT FOR
THE JUNE PAYROLLS WILL BE ON EDDS.
THIS REPORT WILL REFLECT TRANSACTIONS ENTERED THROUGH JULY 3 AT 5:00 P.M.

JULY 5, 2006 AREAS HAVE UNTIL 5:00 P.M. TO MAKE ADJUSTMENTS TO THE 1002
CLEARING ACCOUNT FOR THE JUNE PAYROLLS.
AIS WILL BEGIN THE CLEARING PROCEDURES THIS EVENING.

JULY 7, 2006 ANY PAYROLL TRANSFERS CORRECTING ERRORS ON THE 1002 CLEARING
ACCOUNT MUST BE COMPLETED THRU IBIS BY 4:00 P.M.

**FINANCIAL OFFICERS ARE REMINDED THAT THE 1002 CLEARING ACCOUNT MUST
HAVE A
ZERO BALANCE AT THE CLOSE OF THE FISCAL YEAR.**

JULY 7, 2006 THE 1002 CLEARING VOUCHERS WILL BE ON COLD

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