

**From:** Pay & Effort IBIS System [L-P+E@LISTS.PSU.EDU] on behalf of Terry Walter [TJW134@psu.edu]  
**Sent:** Thursday, May 31, 2007 2:01 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 2006-07:

JUNE 20, 2007 JUNE 22ND BI-WEEKLY PAYROLL HAS BEEN  
ENTERED INTO THE FINANCIAL SYSTEMS.

JUNE 26, 2007 PRECLEARING REPORTS FOR THE JUNE 22ND  
BI-WEEKLY AND JUNE 29TH SALARY  
PAYROLLS WILL BE ON EDDS.  
THESE REPORTS WILL REFLECT  
TRANSACTIONS ENTERED THROUGH  
JUNE 25TH AT 5:00 P.M.

JUNE 27, 2007 JUNE BI-W #24 & 25 & SAL #12 PAYROLLS  
HAVE BEEN ENTERED INTO THE FINANCIAL  
SYSTEMS AND 1002 BALANCES WILL BE  
AVAILABLE.

JUNE 28, 2007 A 2ND PRECLEARING REPORT FOR THE  
JUNE 22ND (BI-W #24 & 25) AND  
JUNE 29TH (SAL #12) PAYROLLS WILL BE  
AVAILABLE ON EDDS. THESE REPORTS WILL  
REFLECT TRANSACTIONS ENTERED THROUGH  
JUNE 27, 2007 AT 5 P.M.

JULY 2, 2007 A 3RD PRECLEARING REPORT FOR  
THE JUNE PAYROLLS WILL BE ON EDDS.  
THIS REPORT WILL REFLECT TRANSACTIONS  
ENTERED THROUGH JUNE 29 AT 5:00 P.M.

JULY 3, 2007 A FOURTH PRECLEARING REPORT FOR  
THE JUNE PAYROLLS WILL BE ON EDDS.  
THIS REPORT WILL REFLECT TRANSACTIONS  
ENTERED THROUGH JULY 2 AT 5 P.M.

JULY 3, 2007 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 5, 2007 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 5, 2007 THE 1002 CLEARING VOUCHERS WILL  
BE AVAILABLE ON EDDS IN THE **AFTERNOON**.

Terry Walter  
Assistant Payroll Manager  
The Pennsylvania State University  
307 Rider 1  
120 S Burrowes Street  
State College, PA 16801  
814-865-1452  
[tjw134@psu.edu](mailto:tjw134@psu.edu)