
From: Pay & Effort IBIS System [L-P+E@LISTS.PSU.EDU] on behalf of Terry Walter [TJW134@psu.edu]
Sent: Tuesday, June 17, 2008 9:12 AM
To: L-P+E@LISTS.PSU.EDU
Subject: FW: 1002 Revised Schedule

Updated schedule, please note changes on July 2nd

Terry

INTER-OFFICE EMAIL:

THE FOLLOWING ARE THE YEAR-END CLOSING
DATES FOR THE 1002 CLEARING ACCOUNT
FOR THE FISCAL YEAR 2007-08:

JUNE 18, 2008 JUNE 16TH BI-WEEKLY PAYROLL HAS BEEN
ENTERED INTO THE FINANCIAL SYSTEMS.

JUNE 25, 2008 PRECLEARING REPORTS FOR THE JUNE 16TH
BI-WEEKLY AND JUNE 24TH SALARY
PAYROLLS WILL BE ON EDDS.
THESE REPORTS WILL REFLECT
TRANSACTIONS ENTERED THROUGH
JUNE 24TH AT 5:00 P.M.

JUNE 26, 2008 JUNE BI-W #24 & 25 & SAL #12 PAYROLLS
HAVE BEEN ENTERED INTO THE FINANCIAL
SYSTEMS AND 1002 BALANCES WILL BE
AVAILABLE

JUNE 27, 2008 A 2ND PRECLEARING REPORT FOR THE
JUNE 16TH (BI-W #24 & 25) AND
JUNE 24TH (SAL #12) PAYROLLS WILL BE
AVAILABLE ON EDDS. THESE REPORTS WILL
REFLECT TRANSACTIONS ENTERED THROUGH
JUNE 27, 2008 AT 5 P.M.

JUNE 30, 2008 A 3RD PRECLEARING REPORT FOR
THE JUNE PAYROLLS WILL BE ON EDDS.
THIS REPORT WILL REFLECT TRANSACTIONS
ENTERED THROUGH JUNE 27 AT 5:00 P.M.

JULY 2, 2008 A FOURTH PRECLEARING REPORT FOR
THE JUNE PAYROLLS WILL BE ON EDDS.
THIS REPORT WILL REFLECT TRANSACTIONS
ENTERED THROUGH JULY 1 AT 5 P.M.

JULY 2, 2008 **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 4, 2008 THE 1002 CLEARING VOUCHERS WILL
BE AVAILABLE

JULY 9, 2008 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.

Susan Shirk

Production Coordinator

The Pennsylvania State University

ITS - Administrative Information Services (AIS) - Production Control

22 Shields Bldg., University Park, PA 16802

Email: skh2@psu.edu

Voice: (814) 863-2057

FAX: (814) 863-6123