

**Florida Atlantic University  
Year End Banner Deadlines  
June 30, 2015**

**Important Dates**

<b>Event</b>	<b>Date</b>
Summer A Session Begins	May 11, 2015
Summer C Session Begins	May 11, 2015
P3 Tenant Configuration Freeze	June 13, 2015
Begin Migration of Configuration to GOLD	June 15, 2015
Banner Freeze (HR and Payroll)	June 19, 2015
GOLD Configuration Frozen	June 20, 2015
Summer B Session Begins	June 23, 2015
Banner Extracts End	June 24, 2015
Data Load to Workday Begins	June 25, 2015
Data Load to Workday Ends	June 29, 2015
Data Validation Begins	June 30, 2015 through July 1, 2015
Workday LIVE	July 2, 2015
Retro Pay: (For contracts beginning in June that are not entered into Banner) Manual Calculation Performed	July 2, 2015
Pay Date (Pay#14 in WD)	July 10, 2015
New Hire Start Dates Resume	July 6, 2015
Pay Periods: Pay #12 (Banner)	5/23-6/5 with a pay date of 6/12
Pay#13 (Banner)	6/6-6/19 with a pay date of 6/26
Pay#14 (Workday)	6/20-7/3 with a pay date of 7/10
Payroll extracts to State for Pay#14	July 7, 2015

**Summary of Dates**

<b>Transaction Type</b>	<b>Last Day to Process in Banner</b>
Invoices and Check Requests	June 19, 2015
Financial Aid: Disbursements Exemptions, Waivers, Third Party Payments (applied to student account)	June 26, 2015 (COB)  June 26, 2015 (COB)
PCard Transactions	June 10, 2015 6pm
PCard Approvals	June 29, 2015
New Requisitions and Purchase Orders	June 1, 2015
Journal Entries	June 19, 2015
<b>Cash Deposits:</b> Via drop box	June 29, 2015 (5pm)

<b>Via Payment Gateway</b>	June 29, 2015 (4pm)
<b>Labor Redistributions:</b> Pay#1-11	<b>Open:</b> May 18, 2015 9am <b>Close:</b> May 21, 2015 4pm <b>Open:</b> May 26, 2015 12pm <b>Close:</b> May 28, 2015 2pm
Pay #12	<b>Open:</b> June 9, 2015 Afternoon <b>Close:</b> June 9, 2015 5pm
Pay#13 ONLY	<b>Open:</b> June 16, 2015 Afternoon <b>Close:</b> June 16, 2015 5pm
<b>Timekeeping:</b> Pay #12 (Banner)	<b>Open:</b> June 4, 2015 8am <b>Close:</b> June 5, 2015 10am
Pay#13 (Banner)	<b>Open:</b> June 11, 2015 8am <b>Close:</b> June 12, 2015 10am
Pay#14 (Workday)	<b>Open:</b> July 2, 2014 8am <b>Close:</b> July 2, 2015 5pm
<b>Payroll:</b> Pay #12 (Banner)	5/23-6/5 with a pay date of 6/12
Pay#13 (Banner)	6/6-6/19 with a pay date of 6/26
Pay#14 (Workday)	6/20-7/3 with a pay date of 7/10
<b>Budget Transfers</b>	June 19, 2015
Effort Certification for Labor Redistributions: Pay#1-11 (Banner) Pay #12 (Banner) Pay#13 ONLY (Banner)	<b>2015QTR2</b> which includes Bi-weeklies 7-13 has a Pre-Review Period of 07/01/2015 - 07/15/2015 and Certification Period of 07/16/2015 - 08/15/2015
<b>Travel:</b> Travel Authorization	June 12, 2015 for all travel occurring up to June 19, 2015. After June 12, 2015 only emergency travel will be authorized via paper form.
Travel Reimbursement	June 19, 2015
Travel Cash Advance	June 12, 2015 for all travel occurring through June 19, 2015. After June 12, 2015 only emergency travel advances will be authorized via paper form.

	Must be submitted by:			
Travel Begins:	Cash Advance	Travel Authorization	Travel Reimbursement (with Cash Advance)	Travel Reimbursement (without Cash Advance)
	10 Workdays before travel	No later than 5 calendar days before travel	10 Business days after last day of business travel	60 calendar days after last day of business travel
Prior to 6/19	June 5, 2015	June 12, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
<b>BANNER TO WORKDAY TRANSITION</b>				
<b>TO BE DONE ON PAPER FORM:</b>				
June 20, 2015	June 8, 2015	June 15, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 21, 2015	June 8, 2015	June 16, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 22, 2015	June 8, 2015	June 17, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 23, 2015	June 9, 2015	June 18, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 24, 2015	June 10, 2015	June 19, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 25, 2015	June 11, 2015	June 19, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 26, 2015	June 12, 2015	June 19, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 27, 2015	June 15, 2015	June 22, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 28, 2015	June 15, 2015	June 23, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 29, 2015	June 15, 2015	June 24, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
June 30, 2015	June 16, 2015	June 25, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 1, 2015	June 17, 2015	June 26, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 2, 2015	June 18, 2015	June 26, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 3, 2015	June 19, 2015	June 26, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 4, 2015	June 22, 2015	June 29, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 5, 2015	June 22, 2015	June 30, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 6, 2015	June 22, 2015	July 1, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
<b>TO BE DONE IN WORKDAY:</b>				
July 7, 2015	June 23, 2015*	July 2, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 8, 2015	June 24, 2015*	July 2, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 9, 2015	June 25, 2015*	July 2, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel
July 10, 2015	June 26, 2015*	July 2, 2015	10 Business days after last day of business travel	60 calendar days after last day of business travel

\*Cash Advances will be processed in Banner via paper form and manually entered into Workday as of 7/2.

Pay Number	Pay Period		Pay Date	System	Timekeeping				Labor Redistribution			
	Begin	End			Open Date	Open Time	Close Date	Close Time	Open Date	Open Time	Close Date	Close Time
1-10				Banner					5/18	9am	5/21	4pm
11	5/9	5/22	5/29	Banner	5/21	8am	5/22	10am	5/26	12pm	5/28	2pm
12	5/23	6/5	6/12	Banner	6/4	8am	6/5	10am	6/9	PM	6/9	5pm
13	6/6	6/19	6/26	Banner	6/11	8am	6/12	10am	6/16	PM	6/16	5pm
14	6/20	7/3	7/10	Workday	7/2	8am	7/2	5pm	TBD	TBD	TBD	TBD

	PAFS/EPAFS				
EVENT/TOPIC	IN HR	APPROVED VP/PROVOST	APPROVED DEAN/DIR	APPROVED DEPT HEAD	INITIATOR
Current Acting/Interim and Visiting Assignments	5/1/15	4/24/2015	4/17/2015	4/10/2015	4/3/2015
EPAFS current employees	5/1/15	4/24/2015	4/17/2015	4/10/2015	4/3/2015
Reclassifications/SP/AMP Increases/Bonus/Stipends	5/1/15	4/24/2015	4/17/2015	4/10/2015	4/3/2015
PAFs/NOAs for new hires starting on June 1, 2015	5/13/15	5/6/2015	4/29/2015	4/22/2015	4/15/2015
Faculty Line and Adjunct Faculty Staff AND NOA's – Summer A and C	5/13/15	5/6/2015	4/29/2015	4/22/2015	4/15/2015
New students deadline for sign in	5/20/15				
EPAFS for new student employees	5/28/15	5/21/2015	5/14/2015	5/7/2015	4/30/2015
Faculty Line and Adjunct Faculty Staff And NOA's – Summer B	6/8/15	6/1/2015	5/25/2015	5/18/2015	5/11/2015
Start Date For New Employees	No starts June 2, 2015 through July 5, 2015				
Benefit Eligible New Hires - 7-1-2015 - New Hire Paperwork	5/13/15	5/6/2015	4/29/2015	4/22/2015	4/15/2015
EPAF System Shut Down	6/8/2015				
Financial Disclosure Statements	6/30/15	6/23/2015	6/16/2015	6/9/2015	6/2/2015