

Due to the closure of the Office of the Controller (OOTC) and Sponsored Projects Accounting and Compliance (SPAC) during the UMB winter break from Monday, December 25, 2023 through Monday, January 1, 2024, the following deadlines for processing transactions must be adhered to:

Transaction Description	Deadline Date <i>(by 5PM unless otherwise noted)</i>
Approved employee travel and business expense eforms for inclusion in Pay Period 24-13 (Pay Date 12/22/23)	Monday - December 4
Approved non-employee travel expense NONPO invoices and supporting documentation for inclusion as a payment in December submitted to OOTC-Travel	Wednesday - December 6
Payroll Adjustment Forms for inclusion in Pay Period 24-13 (Pay Date 12/22/23) submitted to OOTC-Payroll	Friday – December 8
Foreign wire requests for payment in December submitted to Disbursements	Friday - December 8 - noon
Working Fund checks for inclusion as a payment in December submitted to OOTC-Working Fund	Friday - December 8
Accounts Payable invoices (PO and NONPO) for inclusion as a payment in December submitted to OOTC-Accounts Payable	Friday - December 8
Final Timesheet approval in eUMB-HRMS for PP24-13 (Pay Date 12/22/23)	Wednesday - December 13
Final payroll corrections for PP24-13 (Pay Date 12/22/23) submitted to OOTC-Payroll	Friday - December 15 - Noon
Approved employee travel and business expense eforms for inclusion in Pay Period 24-14 (Pay Date 01/05/24)	Friday – December 15
Direct Retros for PP24-13 submitted to SPAC-Cost Analysis	Tuesday – December 19 – 2PM
Budget Retros for PP24-13 fully approved in Quantum Financials	Tuesday – December 19 – 8PM
Payroll Adjustment Forms for inclusion in Pay Period 24-14 (Pay Date 1/05/24) submitted to OOTC-Payroll	Tuesday – December 19
Deposits submitted to cashier's window for inclusion as a receipt in December	Wednesday – December 20
December Debit Memos and Journal Entries submitted in Quantum Financials	Wednesday – December 20
Final Timesheet approval in eUMB-HRMS for PP24-14 (Pay Date 01/05/24)	Tuesday – December 26
Final payroll corrections for PP24-14 (Pay Date 01/05/24) submitted to OOTC-Payroll	Thursday - December 28 - 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 and 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	India Lewis	6-6527	travelhelp@umaryland.edu
Disbursements - Working Fund	Damon West	6-1485	Ff-workingfund@umaryland.edu
Foreign Wires	Tina Nitz	6-2939	AP_FinSvc@umaryland.edu
Payroll	Candace Chow	6-1243	DL-BFPayrollHelp@umaryland.edu