

To: UMB Administrators/Fiscal Officers
From: Office of the Controller (OOTC)
Subject: Calendar Year-End Deadlines
Date: November 6, 2025

Due to the closure of the Office of the Controller (OOTC) and Sponsored Projects Accounting and Compliance (SPAC) during the UMB winter break from Thursday, December 25, 2025, through Thursday, January 1, 2026, the processing deadlines for transactions are as follows:

Transaction Description	Deadline Date (by 5pm unless otherwise noted)
Approved employee travel and business expense forms for inclusion in Pay Period 26-12 (Pay Date 12/19/25)	Tuesday - December 2
Approved non-employee travel expense NONPO invoices and supporting documentation for inclusion as a payment in December submitted to OOTC-Travel	Wednesday - December 3
Payroll Adjustment Forms for inclusion in Pay Period 26-12 (Pay Date 12/19/25) submitted to OOTC-Payroll	Friday – December 5
Foreign wire requests for payment in December submitted to Disbursements	Friday - December 5 - noon
Working Fund checks for inclusion as a payment in December submitted to OOTC-Working Fund.	Friday - December 5
Working Fund check pick up appointments from the Cashier's office (last day for pickup).	Monday – December 22
Accounts Payable invoices (PO and NONPO) for inclusion as a payment in December submitted to OOTC-Accounts Payable	Friday - December 5
Final Timesheet approval in eUMB-HRMS for PP26-12 (Pay Date 12/19/25)	Wednesday - December 10
Final payroll corrections for PP26-12 (Pay Date 12/19/25) submitted to OOTC-Payroll	Friday - December 12 - Noon
Approved employee travel and business expense forms for inclusion in Pay Period 26-13 (Pay Date 01/02/26)	Friday – December 12
Direct Retros for PP26-13 submitted to SPAC-Cost Analysis	Friday – December 19 – COB
Budget Retros for PP26-13 fully approved in HRMS	Monday – December 22 – 8PM
Payroll Adjustment Forms for inclusion in Pay Period 26-13 (Pay Date 01/02/26) submitted to OOTC-Payroll	Thursday – December 18

Transaction Description	Transaction Description	
Deposits submitted to cashier's window for inclusion as a receipt in December (also last day for GWF check pickup appointments)	Monday – December 22 *3:00 pm	
Debit Memos and Journal Entries submitted in Quantum Financials	Monday– December 22 – 4pm	
Final Timesheet approval in eUMB-HRMS for PP26-13 (Pay Date 01/02/26)	Tuesday – December 23	
Final payroll corrections for PP26-13 (Pay Date 01/02/26) submitted to OOTC-Payroll	Friday - December 26 - 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/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	apquestions@umaryland.edu
Disbursements/Travel	Dnika Russell	6-6527	help@umaryland.edu
Disbursements/Working Fund	Brandi Baylor	6-5142	F5-workingfund@umaryland.edu
Disbursements/Foreign Wires	Tina Nitz	6-2939	apquestions@umaryland.edu
Payroll	Candace Chow	6-1243	DL-BFPayrollHelp@umaryland.edu