



UNIVERSITY OF

South Carolina

Office of the Controller

June 2026 Newsletter

Committed to ensuring efficient and effective stewardship of the University's financial resources by streamlining processes, providing reporting and analysis tools, and delivering training and excellent customer service to students, faculty and staff.

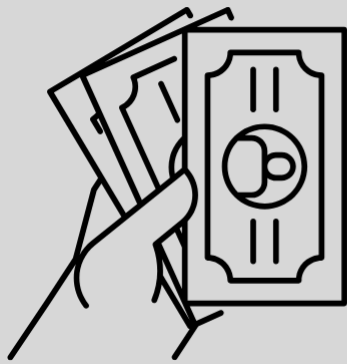


Fiscal Year End 2026 Tips and Reminders

Pre Fiscal Year 24-25 Year End Checklist

1. The first and most important action item is to begin today. The more that gets done now, the smoother the end of June and beginning of July will be for everyone.
2. Sign up to attend the [Controller's Office Year-End Microsoft Teams Webinar](#) on **June 4 at 9:00 a.m.** This is a great opportunity to receive valuable information, review important deadlines, and ask any questions you may have.
3. Use the PeopleSoft Finance query, **SC_LEDGER_ACTUALS_JOURNALS**, to continually check department activity.
4. Run Finance Intranet GL Dashboard/GL Summary to ensure all departmental balances look accurate. The GL Ledger screen in PeopleSoft Finance can also be used to view balances.
 - a. Use the navigation: **Main Menu > General Ledger > Review Financial Information > Review Ledger Information**
5. Run below queries to ensure all Travel and Expense module items are complete/posted.
 - a. **SC_EX_TAUTH_USER_INQUIRY_PRMP** to review all outstanding Travel authorizations
 - b. **SC_EX_RPT_USER_INQUIRY_PMPTS** to review all outstanding expense reports
 - c. **SC_EX_PCARD_AGE_BY_CF** to review any delinquent Card related expense reports

6. Account Change forms for the **June 30** payroll must be submitted and approved for all employees **by June 15**.
7. Ensure that all leave taken **through June 30** is entered and approved by the **close of business on June 30**.
8. Review all Z funds for your area. Be sure cash balance is as close to zero as possible.
9. Review all revenue and expense activity posted to miscellaneous accounts (48650, 44210, and 53009) for your area. Reclassify any items that can be assigned to a more specific account code. Please remember that all Foundation revenues should be coded to the appropriate revenue account within the 486% account series (for example, Ed Foundation revenue should be coded to account 48621).
10. Review all revenue to ensure the items will be earned and received in the correct fiscal year (FY26 versus FY27). Contact the GL Team at genacctg@mailbox.sc.edu for assistance with this process.
11. Review any deposits you have created to be sure they are fully approved and posted **before June 30**. Review previously submitted FY25-26 deposits making sure all have adequate back up documents attached. Deposits now require at least one attachment prior to submitting. Additional attachments can be added after the entry has been approved if needed.
12. Review Bursar's Office ACH unclaimed deposits list and claim all items for your department **prior to June 30**. Email bursach@mailbox.sc.edu for a current list of unclaimed items,
13. Review and approve any outstanding journal entries (JE), journal voucher eForms (JV), and expense module correction eForms (Apex) as soon as possible. Email GL team at genacctg@mailbox.sc.edu if you need any assistance.
14. Review any outstanding eform TRVs (Recycled, Saved, and Pending).
15. Review TRVs. Search by either Form ID, Type, Status, Original Operator (Creator of the TRV).
 - a. Use the navigation: Main Menu > USC Finance eForms > Student/Non-Employee Travel > Update TA/TRV
16. Settle all completed cash and travel advances as soon as possible. Pay close attention to end dates. Remember any cash advances with an end date **prior to May 31** must be settled **before June 15**.
17. Review sponsored grant awards (USCSP projects) to ensure none are overspent by year-end.
18. Review cash balances (GL account code 10300) on internal projects (USCIP, USCSA) and E funds. Pay close attention to end dates. Request extensions if needed. Submit JEs to clear negative balances prior to year- end.
19. Submit all Internal Charge journal entries to ensure all expenses are recorded in the correct fiscal year. Remember internal charge JEs must be submitted no later than 45 days after the date the service was provided or the date the goods were received.
20. FY26 moving/relocation expenses should be submitted with all required documentation to the relocation@sc.edu mailbox by **June 15**.
21. Submit any PO invoices (including CIP Invoices) that need to be paid in June to Accounts Payable by **June 15**.
22. Submit all journal entries for Board Mandated Fees by **June 15**.
23. Revolving Bank Account reimbursements should be submitted **prior to June 30**. Submit partial reimbursements for June items where possible.
24. Be sure all P-Card, Travel card, Team card, and Program card expense reports are completely approved **before 12:00 pm on June 30**.
25. Submit any Payroll Retro Account Change forms to move charged payroll items as soon as possible. FY26 deadline for non-grant chartfields is **July 6**.



Payroll

Compensatory Time Usage and Payout for Fiscal Year 2026

It is important to note that any overtime compensatory hours recorded in Time and Labor must be used by June 15, 2026, as they cannot be carried over into the next fiscal year. If overtime compensatory hours are not used by June 15, 2026, the Payroll Department will need to calculate overtime pay for any employees who have remaining compensatory hours. **The resulting overtime expense will be charged to the employee's current pay distribution chartfields on the June 30, 2026, payroll.** This policy does not apply to Holiday Compensatory hours.

The query **SC_TL_COMP_BALANCE_WC** can be used to find employees with a current overtime compensatory time balance. To access this query in PeopleSoft HCM, navigate to:

Employee Self Service > My Workplace/My Homepage > Time and Absence WorkCenter

For more detailed instructions, please refer to the [Time and Absence Queries/Reports Reference Guide](#).

If you have any questions, please send them to TLAPPRVR@mailbox.sc.edu.

Using Correct Funding on Summer Hire ePAF Forms

When completing Summer Hire ePAF forms, please verify that you are using the correct account funding information to ensure proper distribution of earnings, deductions, and taxes. Review HCM Distribution on the HUB at least once a month so Retro Funding Requests can be submitted on time if the wrong chartfield string was used.

Additional Pay eForm Funding Section

It is important to pay close attention to the amount and percent fields in the funding section on the Additional Pay eForm in scenarios where you edit the fields more than once **OR** when you switch from using current base salary funding' distribution. Multiple entries/changes in these fields can cause the fields to stop communicating with one another so the percent or amount will not auto-calculate upon changing the other field. In these cases, you must enter applicable values in both fields. In the event the eForm successfully executes with '\$0.00' showing in the amount field, the Additional Pay will not pay. In the example below, you will see the amount is 0.00 and percent is 100.00 but there is nothing in red indicating an error with the data.

New Additional Pay Funding

	Amount %	Percent %	Select Non-Base Funding	Operating Unit	Department %	Fund Code	Account %	Class Field	Business Unit	Project/Grant %	Activity ID	Cost Share	Combination Code	Insert A Row	Delete A Row
1	0.000000	100.000000	Select Non-Base Funding	CL010	620499	A0001	51200	602					A00000000886	+	-

Total Distribution

Percent Total 100.00



Training Opportunities

Training Opportunities

The following training will be offered this month. To register, click a link below. On the registration page, provide your first and last name, as well as your email. Once registration is complete, you will receive a confirmation email and the session will be added to your calendar.

- [Fiscal Year 2024 - 2025 Reminders Session](#) - June 5 at 9 AM

If you have any questions about the training opportunities listed above, please reach out to pstrain@mailbox.sc.edu.



Important Dates

June 10th by 5pm: Deadline to submit May Sales/Use/Admissions Tax Returns

June 12th by 5pm: Deadline to submit May F&A adjustment journal entries

June 15th by 5pm: Payroll Retro deadline for June 15 payroll and prior (non-USCSP)

June 22nd by 12pm: June Expense Apex eForms completed and approved in PeopleSoft

June 22nd by 12pm: June AP JV eForms completed and approved in PeopleSoft

June 30th by 12pm: P-Card, Team Card, Travel Card, and Program Card June billing cycle deadline

July 2nd by 12pm: June (Period 12) Journal Entries completed and approved in PeopleSoft

July 6th by 12pm: Payroll Retro deadline for June 30 pay period (non-USCSP)

July 6th by 12pm: Period 13 Journal Entries completed and approved in PeopleSoft

Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.

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