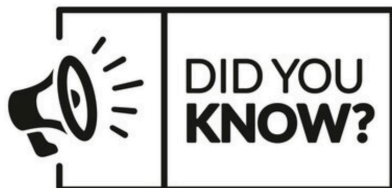




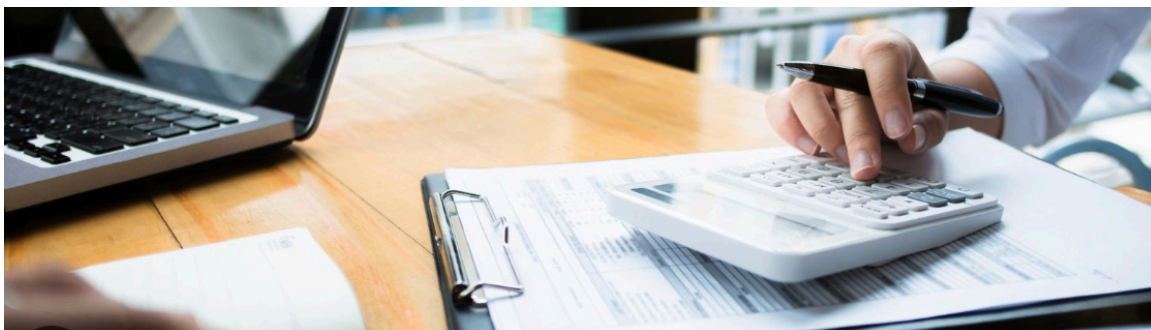
Office of the Controller

May 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.



There are **400** current **Program Expense** Cardholders, **163** current **Team** Cardholders, and **810** current **Travel** Cardholders.



Accounting Services and Treasury Team

New P-Card Shared Service Team

This new process allows faculty and staff who no longer have access to a procurement card to work directly with a centralized team to purchase goods and services on their behalf.

To request a purchase:

1. Complete the [P-Card Purchasing Shared Service Form \[pdf\]](#).
2. Email your request to pcardpurch@sc.edu.
3. Participate in a Microsoft Teams call to complete the purchase.

The following resources provide more detailed information:

- [P-Card Purchasing Shared Service Form \[pdf\]](#)
- [P-Card Purchasing Shared Service Job Aid \[pdf\]](#)
- [P-Card Purchasing Matrix \[pdf\]](#)
- [Department Approvers Query Quick Reference \[pdf\]](#)

If you have questions, please contact our P-Card Shared Service Team at pcardpurch@sc.edu.

New Subscription Purchase Payment Option

This new process enables faculty and staff to work with a centralized team to complete subscription purchases that require card payments, ensuring recurring subscription charges are not placed on P-Cards.

To request a purchase:

1. Complete the [Subscription Purchases Form \[pdf\]](#).
2. Email the completed form to cards@mailbox.sc.edu.
3. Participate in a Microsoft Teams call to complete the purchase.

The following resources provide more detailed information:

- [Subscription Purchases Form \[pdf\]](#)
- [Subscription Purchases Job Aid \[pdf\]](#)
- [Department Approvers Query Quick Reference \[pdf\]](#)

If you have questions, please contact our Treasury Team at cards@mailbox.sc.edu.

Upcoming Card Expense Report Deadlines

Fiscal Year-End Card Program Due Dates		
Billing Month	P-Card	Travel, Team & Program Cards
April	May 1st	May 25th
May	June 5th	June 25th
June	Tuesday, June 30th at 12pm	

All expense reports for the June billing cycle must be **fully approved** in PeopleSoft by **noon on Tuesday, June 30th**. We recommend cardholders cease spending after **June 20th** to ensure transactions will post and interface into PeopleSoft timely.

Keep in mind, transactions will not reflect in your expenses for FY26 unless fully approved by the deadline. This includes outstanding expense reports for prior billing cycles.



Selecting the Appropriate Correction Method

Accurately selecting the correct transaction type is a key step in ensuring timely processing and reducing the need for corrections. The [Transaction Corrections](#)

[Attachments Matrix](#) provides clear guidance on when to use each option based on the nature of the transaction.

Transaction Type		When to Use
Journal Entries (JE)	General JE (All)	Any JE processed in PeopleSoft
	Regular Transfer (86000 / 81000)	Funding support between departments; no goods or services exchanged (not allowed on USCSP)
	Internal Transfer (5xxxx / 6xxxx)	One department provides goods or services to another
	Indirect Cost (IDC) Entry (43000)	Redistribution of previously posted IDC charges
	Move of Prior-Posted Non-USCSP Transaction	Transaction already posted to the GL and needs correction
	JE Moving Prior-Posted USCSP Sponsored Award	Moving expenses on or off a USCSP project after posting
APEX		Correcting a posted and paid expense report
Journal Voucher (JV)		Correcting a posted and paid AP voucher
Retro		Moving payroll expenses after payroll has posted
DEP JE – Regular Deposits		Moving deposits after Bursar approved and posted to GL

The first step is to first identify the origin of the transaction (e.g., expense report, AP voucher, payroll, or journal entry). This will help determine the appropriate correction method and reduce delays in processing.

Using the appropriate transaction type at the outset helps streamline review, minimize rework, and support accurate financial reporting.

For more information or questions on your specific JE, please reach out to the General Ledger Team at genacctg@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. A monthly review of HCM Distribution on the HUB helps ensure timely submission of Retro Funding Requests when an incorrect chartfield string has been used.

Correct Address and State Taxes in PeopleSoft HCM

Now that tax season is over, we would like to remind everyone to verify that your address and state tax withholdings are correct in PeopleSoft HCM. In most cases, employees are taxed based on where work is physically performed. If you have moved or plan to move, please let Payroll know so we can update your state tax settings in PeopleSoft HCM. If you have questions, please reach out to our Payroll Team at payroll@mailbox.sc.edu.

Overtime Compensatory Time Usage and Payout for Fiscal Year 2026

If you have any overtime compensatory hours recorded in Time and Labor, please be aware that these hours will not carry over into the next fiscal year. You will need to use your overtime comp time by June 15th, 2026. Any unused hours after that date will be paid out as overtime. If you have any questions, please reach out to our Time and Labor Team at TLAPPRVR@mailbox.sc.edu.



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 25-26 Webinar](#) – May 19th from 2:00 PM to 3:00 PM
- [Fiscal Year 25-26 Webinar](#) – June 4th from 9:00 AM to 10:00 AM

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

May 8th by 5pm: Deadline to submit April Sales/Use/Admissions Tax Returns

May 8th by 5pm: Deadline to submit April F&A adjustment Journal Entries

May 25th by 5pm: Team, Travel, and Program Card May billing cycle deadline

May 29th by 12pm: May Expense Module Correction eForms (APEX) completed and approved in PeopleSoft

May 29th by 12pm: May AP JV eForms completed and approved in PeopleSoft

June 1st by 5pm: May Journal Entries completed and approved in PeopleSoft

June 3rd: Tentative close of GL for April Please reach out to our General Accounting Team, genacctg@mailbox.sc.edu, if you have any questions.

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