



UNIVERSITY OF

South Carolina

# Office of the Controller

## June 2025 Newsletter

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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.

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### Pre Fiscal Year 24-25 Year End Checklist

1. The first and most important action item is to start TODAY! The more that is done now, the smoother the end of June and early July will be for everyone.
2. Sign-up to attend the Controller's Office Year End Microsoft Teams Webinar on **June 5 at 9:00 am**. This is a great opportunity to receive valuable information along with some very important deadlines and share 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 be sure all departmental balances look accurate. The GL Ledger screen in PeopleSoft Finance can also be used to view balances. **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**T (review all outstanding Travel authorizations)

- b. **SC\_EX\_RPT\_USER\_INQUIRY\_PMPTS** (review all outstanding expense reports)
  - c. **SC\_EX\_PCARD\_AGE\_BY\_CF** (review any delinquent Card related expense reports)
6. Account Change forms effective for the June 30 payroll need to be submitted and approved **by June 16** in PeopleSoft HCM for all employees.
  7. Ensure that all annual and sick 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 fund balance is as close to zero as possible.
  9. Review all revenue and expenses posted to miscellaneous accounts (48650, 44210, 53009) for your area. Reclassify any items that can be, using a more specific account code. Remember all revenues from USC Foundations should be coded to the appropriate revenue account code in the 486% account series (i.e. Ed Foundation revenue is account 48621).
  10. Review all revenue to be sure the items will be earned and received in the correct fiscal year (FY25 verses FY26). Contact the GL Team at [genacctg@mailbox.sc.edu](mailto: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 FY24-25 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](mailto: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 the GL team at [genacctg@mailbox.sc.edu](mailto:genacctg@mailbox.sc.edu) if you need any assistance.
  14. Review any outstanding eForm TRVs (Recycled, Saved, and Pending statuses). **Navigation:** Main Menu > USC Finance eForms > Student/Non-Employee Travel > Update TA/TRV – Search by either Form ID, Type, Status, Original Operator (Creator of the TRV)
  15. 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 16**.
  16. Review sponsored grant awards (USCSP projects) to ensure none are overspent.
  17. Review cash balances (GL account code 10300) on internal project balances (USCIP, USCSA) and E funds, and submit JEs to clear negative balances. Contact [cfmaint@mailbox.sc.edu](mailto:cfmaint@mailbox.sc.edu) to request inactivations or project end date extensions if needed.
  18. 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** following the date the goods or services were provided.
  19. FY25 moving expenses should be submitted with all required documentation to the [moving@mailbox.sc.edu](mailto:moving@mailbox.sc.edu) mailbox **by June 16**.
  20. Submit any invoices (including CIP Invoices) that need to be paid in June to Accounts Payable **by June 16**.
  21. Submit all journal entries for Board Mandated Fees **by June 25**.
  22. Revolving Bank Account reimbursements should be submitted **prior to June 30**. Submit partial reimbursements for June items where possible.
  23. Be sure all P-Card, Travel card, Team card, and Program card expense reports are completely approved before 12:00 pm **on June 30**.
  24. Submit any [Payroll Retro Funding Account Change](#) forms to move charged payroll items as soon as possible. **Deadline for FY25 is July 7** for non-USCSP chartfields.



## Compensatory Time Usage and Payout for Fiscal Year 2025

It is important to note that any compensatory hours recorded in Time and Labor cannot be transferred to the following fiscal year. If compensatory hours are not used by June 15, 2024, 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, 2025, 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 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, refer to the [Time and Absence Queries/Reports Reference Guide](#).

### 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. Monitor HCM Distribution on the HUB at least monthly so that timely Retro Funding Requests can be made if an incorrect 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					A00000000686	+	-

Total Distribution

Percent Total 100.00



## 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](mailto:pstrain@mailbox.sc.edu).



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

**June 13th by 5pm:** Deadline to submit May F&A adjustment journal entries

**June 16th by 5pm:** Payroll Retro deadline for June 15 payroll and prior (non-USCSP)

**June 23rd by 12pm:** June Expense Apex eForms completed and approved in PeopleSoft

**June 23rd 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 7th by 12pm:** Payroll Retro deadline for June 30 pay period (non-USCSP)

**July 7th by 12pm:** Period 13 Journal Entries completed and approved in PeopleSoft

Please reach out to our General Accounting Team, [genacctg@mailbox.sc.edu](mailto:genacctg@mailbox.sc.edu), if you have any questions.

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