



# Business Partners Round Table

Tuesday, April 8, 2025

**YOU HAD ONE JOB, APRIL**



**ONE JOB**

# Comments

## Question

Is there any training available on EMMA (SacSends)? Not on how to use EMMA but what are appropriate messages to send, are there liability concerns if we announce off-campus events, and what are appropriate messages (events, announcements, news, reminders, etc).

# Response

These need to go through the Vice President/Provost and have to be approved by the President's Office. As far as training goes, we are not sure but should work through your Vice President on that.

# Suggestion

It would be nice if we had a checklist for payment for services and guest speakers (foreign and domestic)

# Response

AP had one for foreign, but they are updating it for domestic.

<https://www.csus.edu/administration-business-affairs/internal/accounts-payable/getting-paid.html>

# Future Topic

Changes in HR processes with new bargaining agreements and implementing steps (CSUEU)

# Response

This is a great suggestion for HR. We have already passed along your feedback to their administration.

# Send Your Comments and Suggestions!

Financial Services: [finsvcs-avp@csus.edu](mailto:finsvcs-avp@csus.edu)

Or anonymously at:

[https://csus.co1.qualtrics.com/jfe/form/SV\\_5nKTgI2eT6kTWvQ](https://csus.co1.qualtrics.com/jfe/form/SV_5nKTgI2eT6kTWvQ)



# Future BPRT Events

## FALL 2025

Thursday, August 14<sup>th</sup>  
Tuesday, October 14<sup>th</sup>

## SPRING 2026

Tuesday, February 17<sup>th</sup>  
Tuesday, April 14<sup>th</sup>

# Student Fee Training

Is Here!!!



# Student Fee Training

Is Here!!!

We will begin scheduling training over the summer.



**It's That Time Of Year**



# It's That Time Of Year

Again



# Year-End Departmental Deadlines

## 2024-2025 YEAR-END DEPARTMENTAL DEADLINES

Dept	Item #	Task/Description	Deadline	Day
PCS	1	Last day to submit hard copy requisitions for 2024/2025 renewal contracts (SA) as requested by Procurement (not service order renewals).	3/3/2025	Mon
PCS	2	Campus Departments to verify validity of outstanding encumbrances (purchase orders). See Finance Reference Training "PO Open Encumbrance Report in Sac Vault (Cognos)" Job Aid under the Financial Section at the following location: <a href="http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf">http://www.csus.edu/IRT/ServiceDesk/Documents/ACS/Finance/OpenEncumbranceSummaryDrillJobAid.pdf</a>	3/3/2025	Mon
PCS	3	Last day to submit CFS requisitions for purchases or services over \$50,000 for the current fiscal year.	3/24/2025	Mon
FM	4	Last day to submit Work Order Requests for current fiscal year to Facilities Management.	3/28/2025	Fri
FM	5	Last day to submit project requests for summer work ending on or before August 31	3/28/2025	Fri
BPA	6	Last day for Division/College analysts to submit organizational changes (which affect ownership of department IDs) and Department Chartfield changes (deactivations, new request, updates) to be effective July 1.	4/14/2025	Mon
AP	7	Last day to submit Concur Expense Reports, Direct Pay & Reimbursement Requests and UFSS Check Requests to Accounts Payable & Travel to ensure payment in 2024/2025 fiscal year.	5/9/2025	Fri
BPA	8	Last day to submit approved Release Time requests to Budget Office for credit in 2024/2025.	5/12/2025	Mon
AP	9	Last day for all ProCard charges to be applied to the 2024/2025 fiscal year. Credit card charges not posted on this statement and for the month of June will be billed in the 2025/2026 fiscal year.	5/12/2025	Mon
HR, PAY	10	Last day to submit 2024/2025 Personnel Transaction Forms (PTFs) to Human Resources for reappointments ending June 30.	5/16/2025	Fri
IRT	11	Last day to submit telephone services and network service requests to IRT on the Telecommunications Service order form for current fiscal year. (CCR)	5/29/2025	Thu
AS	12	FINAL Chargeback charges to be billed in 2024/2025 due from Service Providers for charges through May 2023 (Please note - June 2024 will be billed in 2024/2025). IRT will confirm that Chargeback files have been received by all Service Providers. (note: always last calendar date of month e.g. 31st) (CCR)	5/29/2025	Thu
Campus	13	Jobs submitted to University Print must be completed by this date to be billed to fiscal year 2024/2025. All jobs completed after this date will be billed to next fiscal year. (CCR)	5/30/2025	Fri
Campus, BO	14	Last day to incur 2024/2025 charges for photocopy, postage, and OneCard (credit accounts only-Cr Accts are billed in arrears to internal depts). (CCR)	5/30/2025	Fri
OFA	15	Personal Transaction Forms (PTFs) for Faculty positions effective Fall 2023 (Deans to Human Resources): -Sabbaticals and Difference-in-Pay for 2024-2025 academic year (appointment and separation); -Fall 2023 FERP faculty (appointment and separation); -New and appointed Department Chairs; -2023-2024 Leaves without Pay (LWOP) (appointment and separation)	5/30/2025	Fri
PAY	16	Last day to submit 5/1 – 5/20 Federal Work Study (FWS) attendance reports by 3pm.	5/30/2025	Fri
PAY	17	Last day to submit 5/1 – 5/31 student assistant reports by 3pm.	5/30/2025	Fri
Campus	18	Last day to submit requests for IFT to AS for processing in 2024/2025	5/30/2025	Fri
PCS	19	Last day to submit requisitions and amend requests for purchase and service orders up to \$50,000 for 2024/2025 fiscal year (including requests for Payment in Advance – PIA). Note: Deadline for requisitions over \$50,000 is an earlier date	6/4/2025	Wed

On the Accounting Services Page

<https://www.csus.edu/administration-business-affairs/financial-services/internal/documents/24.25.ye.deptdeadlines.pdf>

# Improvement to Delegation of Fiscal Authority

## Changes coming soon to Delegation of Fiscal Authority

- Delegation can now be assigned to a fund and/or a project, in addition to department
- Will likely require CARS requests to enact the changes/additions
- We need your help!



# Contact Us

Financial Services: [finsvcs-avp@csus.edu](mailto:finsvcs-avp@csus.edu)

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