

Subject: IMPORTANT: Journal Corrections, Transfers, IDB Submissions, and General Journal Entries Requests 2024-2025

Salary and benefit allocation requests

- All salary and benefit allocation requests must be received by Research Accounting (finance@ucalgary.ca) by **4:30 pm Thursday March 13, 2025**.
- All Salary Recoveries must be entered and approved in PeopleSoft by **4:30 pm Friday, March 28, 2025**.

Journal corrections and transfers (including IRNA/OPPRJ), and IDB submissions

- All Internally Restricted Net Asset (IRNA) and Operating Project (OPPRJ) fund transfer journal requests must be received by Research Accounting (finance@ucalgary.ca) by **4:30 pm Wednesday, March 12, 2025**.
- All journal corrections, transfers requests, and IDB requests must be received by Research Accounting (finance@ucalgary.ca) by **4:30 pm Tuesday, March 18, 2025**.

Accruals and deferrals – non-IRNA/OPPRJ transactions

- All (non-IRNA/OPPRJ) general journal entries requests (accruals and deferrals) must be received by GL Administration by **4:30 pm Tuesday, April 1, 2025**.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

UService is now your one-stop shop for IT, HR, Supply Chain Management, IRISS, RMS and Finance inquiries. Visit ucalgary.ca/uservice, call 403-210-9300 or use one of the following email addresses:

- it@ucalgary.ca (formerly itsupport@ucalgary.ca)
- finance@ucalgary.ca (formerly RTAHelp/SCMHelp/ARHelp/Cardhelp@ucalgary.ca)
- hr@ucalgary.ca
- RMSHelp@ucalgary.ca
- iriss.support@ucalgary.ca
- onboarding@ucalgary.ca (formerly isconboarding@ucalgary.ca)

Please do not respond to the sender email address as it is not monitored.

Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2024/2025 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.