**Important Announcement:**

On Friday, July 21, salary transactions related to the prior biennium were scheduled to be posted. Due to unforeseen circumstances related to the complex nature of FAS biennium crossover processing, those transactions will not be posted until tonight, July 24. Therefore, they will not be reflected in the EDW/MyFinancial.desktop until the morning of Tuesday, July 25. This means they will not be reflected in transaction summaries and balances.

Understanding that these transactions are imperative for closing out budget balances at biennium end, we are **SHIFTING** the biennium close calendar so that all activities/scheduled events will occur **ONE DAY LATER** than originally scheduled. All systems (MyFD, etc.) will be modified to accommodate this change. The cutoff times will be at the same times (for example – Deans Day cutoff is still 4pm, however shifted to one day later).

This shift includes campus activities (last day for campus, Dean’s Day) as well as Central office activities. See the below revised schedule for details.

**REVISED SCHEDULE:**

Tuesday, July 25 – Last day to submit expense transfers needing to post to Biennium 2015 (4pm cutoff for MyFD transfers, 12:00 noon for JVReq transfers)

Thursday, July 27 – Dean’s Day (4pm cutoff for MyFD transfers, 12:00 noon for JVReq transfers)

Note: As a result of the schedule shift, previously scheduled Encumbrance updates will be moved back one day from Tuesday, July 25 to Wednesday, July 26.

Questions? Contact MyFD Customer Service at [myfdhelp@uw.edu](mailto:myfdhelp@uw.edu).