


Agency Reporting Timeline for Period Ending June 30, 2011

April 2011

SUN	MON	TUES	WED	THUR	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9 <i>Weekly work hours of 40 auto populated in CertiClear</i>
10	11	12	13	14	15 Complete quality check on work hours through pay period 4/9/11	16
17	18	19	20	21	22	23 <i>Weekly work hours of 40 auto populated in CertiClear</i>
24	25	26	27	28	29 Complete quality check on work hours through pay period 4/23/11	30

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May 2011

SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3	4 Continuous QA begins for 12/31/10 reporting period	5	6	7 <i>Weekly work hours of 40 auto populated in CertiClear</i>
8	9	10	11	12	13 Complete quality check on work hours through pay period 5/7/11	14
15	16	17	18	19	20	21 <i>Weekly work hours of 40 auto populated in CertiClear</i>
22	23 Amended Mar 31 st 1512 Reports submitted to FR.gov	24	25 <u>Amended 3/31/11</u> <u>reports published on</u> <u>Recovery.gov</u>	26	27 Complete quality check on work hours through pay period 5/21/11	28
29	30 <i>Memorial Day</i> 	31				

Regular font = NMORR

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Italic font = CertiClear

Underline = other

5/9/2011

Agency Reporting Timeline for Period Ending June 30, 2011

June 2011

SUN	MON	TUES	WED	THUR	FRI	SAT
			<ol style="list-style-type: none"> 1. AP SHARE data through 5/31/11 & HCM data through 5/27/11 will be extracted 2. <i>SHARE data will be populated into CertiClear with 5/31/11 status update</i> 3. Journal Entries for non payroll expenditures between 4/1/11 and 5/31/11 due to NMORR 4. Journal Entries for Payrolls 4/1/11-5/27/11 due to NMORR 5. Journal Entries missed from the previous reporting periods (cumulative through 5/31/11) due to NMORR 6. Verify and reconcile SHARE & JE financial data in CertiClear 	<ol style="list-style-type: none"> 2. Populate Journal entries (JE) data into CertiClear 	<ol style="list-style-type: none"> 4. 	<ol style="list-style-type: none"> 4. <i>Weekly work hours of 40 auto populated in CertiClear</i>
5	6 Amended Mar 31 st 1512 Reports submitted to FR.gov	7	8 Send email to NMORR verifying financial data is correct <u>Amended 3/31/11 reports published on Recovery.gov</u>	9	10 Complete quality check on work hours through pay period 6/4/11	11
12	13	14	15	16	17	18 <i>Weekly work hours of 40 auto populated in CertiClear</i>
19	20 Amended Mar 31 st 1512 Reports submitted to FR.gov	21 Submit all vouchers and expenditures for reimbursement to DFA for payment for the 6/30/11 reporting period	22 Enter FINAL DRAFT of Job Description and Quarterly Activities narratives into CertiClear <u>Amended 3/31/11 reports published on Recovery.gov</u>	23	24 Complete quality check on work hours through pay period 6/18/11	25 Last Q2 pay cycle to capture work hours
26	27 Run awards through FederalReporting.gov validation	28 Send Journal Entries for Payrolls –(5/28/11-6/24/11) to NMORR	29	30 <ol style="list-style-type: none"> 1. Complete all corrections from FederalReporting.gov validation 2. Complete quality check on work hours through pay period 6/25/11 		

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July 2011

SUN	MON	TUES	WED	THUR	FRI	SAT	
					<ol style="list-style-type: none"> 1. SHARE data (AP thru 6/30 & HCM thru 6/24) will be extracted 2. <i>SHARE data will be populated into CertiClear with 6/30/11 status update</i> 3. Journal Entries for non-payroll expenditures between 4/1/11 and 6/30/11 due to NMORR 4. Continue quality check on work hours and other 1512 reporting elements by completing QA Checklist 5. Review and reconcile financial data with NMORR staff 6. Once agencies have determined their financial data is accurate, send notification to NMORR 7. When agencies authorize, NMORR will submit their 1512 reports to federalreporting.gov through 7/8/11 8. Agencies submit signed "Data Validation" certifications to NMORR as authorization 		
3	 Holiday	4	5	6	<ol style="list-style-type: none"> 1. Generate FINAL CANDIDATE reports from 7/1 to 7/8 2. Final day for agencies to submit "Initial Data Validation" certifications to NMORR 	9	
10	<ol style="list-style-type: none"> 1. Enter Division B financial data into CertiClear 2. Agencies begin Data Quality Review Period as established by OMB guidelines 	11	12	13	14	15	16
Final day to submit 1512 reports to federalreporting.gov				<u>Work hours function</u> in CertiClear for 6/30/11 reporting period will be locked		Post 1512 reports on NMORR website	
17		18	19	20	21	22	23
						Agencies submit signed "Certification for Data Quality Review Period" to NMORR	Federal agency quality review period
24	25	26	27	28	29	30	30
31							

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