

Year-End Closing for 2024

1. Year-End Closing in December 2024 and January 2025 – Economic Area

Key Dates:

- **By 20 December 2024, 2:00 PM:** Full operation of the office.
- **20 December (from 2:00 PM) – 31 December 2024:** Finance office closed.
- **2–3 January 2025:** Limited operation.
- **From 6 January 2025:** Full operation resumes.

The cash desk will close on **20 December 2024 at 10:00 AM**. No cash documents from 2024 will be reimbursed after this date. Please ensure all receipts and other documents are settled in time. The same applies to the settlement of provided advances.

Travel expense claims from 2024 must be submitted to the faculty cash desk by **19 December 2024**.

Requests for invoice payments will be accepted until **20 December 2024, 10:00 AM**. Later payment requests for 2024 will only be considered in exceptional cases. Approval by the financial officer and budget manager (e.g., by email) is required.

The RMU cash desk will be closed from **20 December to 31 December 2024**.

Invoices with a taxable date in 2024 will be accepted until **15 January 2025**.

Payroll Deadlines:

- Approval of attendance and vacation for December: **by 12 December, 3:00 PM**.
- Approval of bonuses for December payroll: **by 12 December, 3:00 PM**.
- Changes in workloads and salary funding sources effective 1 January: **by 15 December**.
- Approved proposals for new short-term contracts (DPP and DPČ) effective 1 January 2025: **by 11 December**.
- Additional bonus entries: **17–20 December**.

2. Scholarships

Submission of documents for all types of scholarships in INET: **by 10 December 2024**.

Scholarships submitted after this deadline may not be processed in time for accounting in 2024 due to the administrative appeal period for students. In exceptional cases, the deadline may be extended to **16 December 2024**. If scholarships are paid from project funds during this period, the budget manager must be informed.

3. Operations of Other Offices

- Personnel Office: Full operation until 20 December.
- Office for International Relations: Full operation until 20 December.
- Office for External Relations: Full operation until 19 December.
- Office for Studies: Full operation until 19 December, closed from 20 December 2024 to 5 January 2025.
- Research and Projects Office: Full operation until 19 December 2024.
- Building Management: Full operation until 23 December, then limited operation.
- CIKT (IT Support Centre): Full operation until 20 December, then limited operation.
- SVI (Library Services): Shortened hours 19–20 December: 8:00 AM–4:00 PM, closed from 21 December to 5 January.