

**MAY**

**Deadlines for Staff and Part Time Employees**

**2024**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
April 28	April 29	April 30	1	2	3 CLOSE Off-Cycle @ 10:30am	4
			CLOSE MO # 15 (ASO)	BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closing (HR, BW1, BWP paygroups)	Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
			Biweekly Payroll Job Flag @ 5PM TIME extract @ 3PM			
5	6	7	8	9 CLOSE Off-Cycle @ 10:30am	10	11
	~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)			~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will <b>not update</b> voucher		End of Pay Period
Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	PAYDAY MO # 15 (ASO)				<b>Biweekly Payday</b>	
12	13	14	15	16	17 CLOSE Off-Cycle @ 10:30am	18
	Deadline to <u>receive</u> BW1 / BWP eDocs ~ Monthly Vouchers Available ~ Funding changes finalized today through end of month will <b>not update</b> the May voucher.		Biweekly Payroll Job Flag @ 5PM TIME extract @ 3PM	BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closing (HR, BW1, BWP paygroups)	Deadline to <u>receive</u> eDocs for exempt paygroups Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
19	20	21	22	23 CLOSE Off-Cycle @ 10:30am	24	25
	~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	Monthly Payroll Job Flag @ 5pm Deadline to finalize MO eDocs/actions	MO voucher cutoff @ 4pm After 4pm monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups)	Monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups) ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will <b>not update</b> voucher	~ Close Monthly Payroll ~ Monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups)	End of Pay Period
Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)					<b>Biweekly Payday</b>	
26	27	28	29	30	31 CLOSE Off-Cycle @ 10:30am	June 1
	<b>TU CLOSED MEMORIAL DAY</b>		Biweekly Payroll Job Flag @ 5PM TIME extract @ 3PM	BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closing (HR, BW1, BWP paygroups)	Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
	Deadline to <u>receive</u> BW1 / BWP eDocs				<b>Monthly Payday</b>	