

# APRIL 2022 EDOC DEADLINES FOR STAFF AND TEMPORARY EMPLOYEES

<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>
					CLOSE OFF-CYCLE @ 10:30AM	
BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)	~ CLOSE BIWEEKLY PAYROLL ~ BIWEEKLY RELATED EDOCS CANNOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)			~ BI-WEEKLY Vouchers Available ~ Account changes finalized today through end of pay period WILL NOT update current BW voucher	<b>BI-WEEKLY PAYDAY</b>	End of the biweekly pay period
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>
					CLOSE OFF-CYCLE @ 10:30AM	
	DEADLINE TO RECEIVE BW1 / BWP EDOCS		TIME EXTRACT @ 3PM BW JOB FLAG OFF @ 5PM DEADLINE TO FINALIZE BW EDOCS	BW VOUCHER CUTOFF @ 4PM Starting at 4PM Biweekly related eDocs will not be finalized until after the BW payroll closing (HRR, BW1, BWP PYGRPS)	BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)	BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>
	~ Monthly Vouchers Available ~ Funding changes finalized today through end of month WILL NOT update on the MONTHLY voucher.			CLOSE OFF-CYCLE @ 10:30AM		
BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)	~ CLOSE BIWEEKLY PAYROLL ~ BIWEEKLY RELATED EDOCS CANNOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)			~ BI-WEEKLY Vouchers Available ~ Account changes finalized today through end of pay period WILL NOT update current BW voucher	DEADLINE TO RECEIVE EDocs FOR S12 / S10 EDOCS	End of the biweekly pay period
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>
				CLOSE OFF-CYCLE @ 10:30AM		
	DEADLINE TO RECEIVE BW1 / BWP EDOCS	MO JOB FLAG @ 5PM	MO VOUCHER CUTOFF @ 4PM STARTING AT 4PM MONTHLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER THE MONTHLY PAYROLL CLOSING (S12, S10 PYGRPS) TIME EXTRACT @ 3PM BW JOB FLAG OFF @ 5PM DEADLINE TO FINALIZE BW EDOCS	MONTHLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER MO PAYROLL CLOSING (ACAD and STAFF Monthly) BW VOUCHER CUTOFF @ 4PM Starting at 4PM Biweekly related eDocs will not be finalized until after the BW payroll closing (HRR, BW1, BWP PYGRPS)	~ CLOSE MONTHLY PAYROLL ~ MONTHLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER MO PAYROLL CLOSING (ACAD and STAFF Monthly)	BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>
					CLOSE OFF-CYCLE @ 10:30AM	
BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)	MO #15 (AS0) Vouchers Available ~ CLOSE BIWEEKLY PAYROLL ~ BIWEEKLY RELATED EDOCS CANNOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)			~ BI-WEEKLY Vouchers Available ~ Account changes finalized today through end of pay period WILL NOT update current BW voucher	<b>APRIL MONTHLY PAYDAY</b>  <b>BI-WEEKLY PAYDAY</b>	End of the biweekly pay period