APRIL — Deadlines for Staff and Part Time Employees — 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
March 31	1 Deadline to receive BW1 / BWP eDocs	2	3 Biweekly Payroll Job Flag @ 5PM Deadline to finalize BW eDocs/actions	4 CLOSE Off-Cycle @ 10:30am BW voucher cutoff @ Noon After 12pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closin (HR, BW1, BWP paygroups)	5 ~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	6
7	8 SOLAR ECLIPSE	9	10	11 CLOSE Off-Cycle @ 10:30am ~ Monthly Vouchers Available ~ Funding changes finalized today through end of month will not update the April voucher. ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will not update voucher	12 Biweekly Payday	13 End of Pay Period
14	15 Deadline to receive BW1 / BWP eDocs	16	17 Deadline to receive eDocs for exempt paygroup Biweekly Payroll Job Flag @ 5PM Deadline to finalize BW eDocs/actions	18 BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closin (HR, BW1, BWP paygroups)	19 CLOSE Off-Cycle @ 10:30am Monthly Payroll Job Flag @ 5pm Deadline to finalize MO eDocs/actions Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	20 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
21 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	22 MO voucher cutoff @ 4pm After 4pm monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups) ~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	23 Monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups)	24 ~ Close Monthly Payroll ~ Monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups)	25 MO #15 (AS0) Vouchers Available 05-01-24 - 05-06-24 ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will not update voucher	26 Biweekly Payday	27 End of Pay Period
28	29 Deadline to receive BW1 / BWP eDocs MO. AS0 Job Pay Flag Off @ 5 pm	30 CLOSE Off-Cycle @ 10:30am MO AS0 Pend.Vo. Cutoff @ Noon Monthly Payday	May 1 Biweekly Payroll Job Flag @ 5PM Deadline to finalize BW eDocs/actions	May 2 BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closin (HR, BW1, BWP paygroups)	May 3 CLOSE Off-Cycle @ 10:30am Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	May 4 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)

Deadlines Online: https://hr.iu.edu/hrms/deadlines.html
Staff or part time transaction related questions or assistance: hredocs@iu.edu

Based on payroll deadlines: https://controller.iu.edu/services/payroll-processors/calendar