December — Deadlines for Staff and Part Time Employees — 2024

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	**2** MO #40 (AS0) Vouchers Available 12-01-24 - 12-31-24	**3** ~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	**4**	**5** CLOSE Off-Cycle @ 10:30am	**6**	**7** End of Pay Period
	BW voucher cutoff @ NOON After 12pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closin (HR, BW1, BWP paygroups)			~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will not update voucher	**Biweekly Payday**	
8	**9**	**10**	**11** MO. AS0 Job Pay Flag Off @ 5 pm Biweekly Payroll Job Flag @ 5PM TIME extract @ 3PM	**12** CLOSE Off-Cycle @ 10:30am MO AS0 Pend.Vo. CUTOFF@ noon BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions ll not be finalized until after the BW payroll clos (HR, BW1, BWP paygroups)	**13** CLOSE MO # 40 (AS0) Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	**14** Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
	Deadline to receive BW1 / BWP eDocs					
15 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	**16** ~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	**17**	**18**	**19** CLOSE Off-Cycle @ 10:30am	**20**	**21** End of Pay Period
	~ Monthly Vouchers Available ~ Funding changes finalized today through end of month will not update the DEC voucher.			Deadline to receive eDocs for exempt paygroups ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will not update voucher	PAYDAY MO # 40 (AS0) **Biweekly Payday**	
22	**23** Monthly Payroll Job Flag @ 5pm Deadline to receive BW1 / BWP eDocs	**24** MO voucher cutoff @ NOON After 4pm monthly related eDocs/actions will not be finalized until after the payroll closin (Academic and Staff paygroups) TIME extract @ 3PM	**25** **IU CLOSED** CHRISTMAS HOLIDAY Monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups)	**26** **IU CLOSED** IU PAID HOLIDAY ~ Close Monthly Payroll ~ Monthly related eDocs/actions will not be finalized until after the payroll closing (Academic and Staff paygroups) Biweekly Payroll Job Flag @ 5PM	**27** **IU CLOSED** IU PAID HOLIDAY CLOSE Off-Cycle @ 10:30am *** No MO Pygrps in Off-Cycle *** BW voucher cutoff @ NOON After 4pm - Biweekly related eDocs/actions will not be finalized until after the BW payroll closing (HR, BW1, BWP paygroups)	**28**
29	**30** **IU CLOSED** IU PAID HOLIDAY ~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	**31** **IU CLOSED** IU PAID HOLIDAY	**Jan 1** **IU CLOSED** NEW YEARS DAY HOLIDAY	**Jan 2** ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will not update voucher	**Jan 3**	**Jan 4** End of Pay Period