February — Deadlines for Staff and Part Time Employees — 2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Jan 26	Jan 27	Jan 28	Jan 29	Jan 30	Jan 31	1 End of Biweekly Pay Period
2	3 Deadline to receive BW1 / BWP eDocs	4	5 TIME extract @ 3PM Biweekly Payroll Job Flag @ 5PM	6 BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	7 CLOSE Off-Cycle @10:30 am Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	8 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
9 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	10 ~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	11 ~ Monthly Vouchers Available ~ Funding changes finalized today through end of month will not update the voucher.	12	13 CLOSE Off-Cycle @10:30 am ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will not update voucher	14 Deadline to receive S10/S12 eDocs **Biweekly Payday**	15 End of Biweekly Pay Period
16	17 President's Day (Federal Holiday) Deadline to receive BW1 / BWP eDocs	18 Monthly Payroll Job Flag @ 5pm	19 MO voucher cutoff @ 4pm After 4pm monthly related eDocs/actions will not be finalized until after payroll closing (Academic and Staff paygroups) TIME extract @ 3PM Biweekly Payroll Job Flag @ 5PM	20 CLOSE Off-Cycle @10:30 am Monthly related eDocs/actions will not be finalized until after payroll closing (Academic and Staff paygroups) BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	21 ~ Close Monthly Payroll ~ Monthly related eDocs/actions will not be finalized until after payroll closing (Academic and Staff paygroups) Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	22 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
23 Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	24 ~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)	25	26	27 ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will not update voucher	28 CLOSE Off-Cycle @10:30 am **Biweekly Payday** **Monthly Payday**	Mar 1 End of Biweekly Pay Period