

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1 IU CLOSED NEW YEARS DAY HOLIDAY	2 MONTHLY DEC PAYDAY	3	4 CLOSE OFF-CYCLE @ 10:30AM ~ BIWEEKLY VOUCHERS AVAILABLE~ Account changes finalized today through the end of pay period WILL NOT update voucher	5 BI-WEEKLY PAYDAY	6 End of the biweekly pay period
7	8 DEADLINE TO RECEIVE BW1 / BWP EDOCS	9	10 TIME EXTRACT @ 3PM BW JOB FLAG OFF @ 5PM DEADLINE TO FINALIZE BW EDOCS/ACTIONS	11 CLOSE OFF-CYCLE @ 10:30AM ~MONTHLY VOUCHERS AVAILABLE~ Funding changes finalized today through end of month will NOT update on the MONTHLY voucher. BW VOUCHER CUTOFF @ NOON AFTER NOON - Biweekly related eDocs/actions will not be finalized until after the BW payroll closing (HRR, BW1, BWP PYGRPS)	12 ~ CLOSE BIWEEKLY PAYROLL ~ BIWEEKLY RELATED EDOCS CANNOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)	13
14	15 IU CLOSED MLK HOLIDAY	16	17	18 CLOSE OFF-CYCLE @ 10:30AM DEADLINE TO RECEIVE EDOCs FOR S12 / S10 EDOCS ~ BIWEEKLY VOUCHERS AVAILABLE~ Account changes finalized today through the end of pay period WILL NOT update voucher	19 BI-WEEKLY PAYDAY	20 End of the biweekly pay period
21	22 DEADLINE TO RECEIVE BW1 / BWP EDOCS MO JOB FLAG @ 5PM	23 MO VOUCHER CUTOFF @ 4PM After 4PM monthly related eDocs/actions will not be finalized until after the monthly payroll closing (S12, S10 PYGRPS)	24 NO MONTHLY RELATED EDOCS/ACTIONS WILL BE FINALIZED UNTIL AFTER MO PAYROLL CLOSING (ACAD and STAFF Monthly) TIME EXTRACT @ 3PM BW JOB FLAG OFF @ 5PM DEADLINE TO FINALIZE BW EDOCS/ACTIONS	25 BW VOUCHER CUTOFF @ 4PM AFTER 4PM - Biweekly related eDocs will not be finalized until after the BW payroll closing (HRR, BW1, BWP PYGRPS) ~ CLOSE MONTHLY PAYROLL ~ NO MONTHLY RELATED EDOCS/ACTIONS WILL BE FINALIZED UNTIL AFTER MO PAYROLL CLOSING (ACAD and STAFF Monthly)	26 CLOSE OFF-CYCLE @ 10:30AM BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)	27
28	29 ~ CLOSE BIWEEKLY PAYROLL ~ BIWEEKLY RELATED EDOCS CANNOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS)	30	31 CLOSE OFF-CYCLE @ 10:30AM No BW paygroups in Off-Cycle MONTHLY JAN PAYDAY	1 CLOSE OFF-CYCLE @ 10:30AM ~ BIWEEKLY VOUCHERS AVAILABLE~ Account changes finalized today through the end of pay period WILL NOT update voucher	2 BI-WEEKLY PAYDAY	3 End of the biweekly pay period