

JUNE

DEADLINES FOR STAFF AND PART TIME EMPLOYEES

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4	5 CLOSE Off-Cycle @10:30 am	6	7 End of Biweekly Pay Period
Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)			~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will <u>not update</u> voucher	Biweekly Payday	
8	9	10	11	12	13	14
			~ Monthly Vouchers Available ~ Funding changes finalized today through end of month will <u>not update</u> the voucher. TIME extract @ 3PM Biweekly Payroll Job Flag @ 5PM	BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	CLOSE Off-Cycle @10:30 am Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
	Deadline to receive BW1 / BWP eDocs					
15	16	17	18 FY26 Budget Load Final Approval Deadline for Staff Actions	19 IU CLOSED June nineteenth	20 FY26 Budget loaded after 5pm	21 End of Biweekly Pay Period
	Deadline to receive S10/S12 eDocs ~ Close Biweekly Payroll ~ Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)			~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will <u>not update</u> voucher	CLOSE Off-Cycle @10:30 am Monthly Payroll Job Flag @ 5pm Biweekly Payday	
22	23 Resume eDoc Creation	24	25	26	27	28
	MO voucher cutoff @ Noon After 4pm monthly related eDocs/actions will not be finalized until after payroll closing (Academic and Staff paygroups) Deadline to receive BW1 / BWP eDocs	~ Close Monthly Payroll ~ Monthly related eDocs/actions will not be finalized until after payroll closing (Academic and Staff paygroups)	TIME extract @ 3PM Biweekly Payroll Job Flag @ 5PM	BW voucher cutoff @ 4pm After 4pm - Biweekly related eDocs/actions will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	CLOSE Off-Cycle @10:30 am Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)
29	30	July 1	July 2	July 3	July 4 IU CLOSED Independence Day	July 5 End of Biweekly Pay Period
Biweekly related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups) Monthly Payday					