

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