

MARCH

## DEADLINES FOR STAFF AND PART TIME EMPLOYEES

2025

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