

MAY 2022 EDOC DEADLINES FOR STAFF AND PART TIME EMPLOYEES

| SUNDAY | | MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | | FRIDAY | | SATURDAY | |
|--|--|---|--|---|---|--|----|--|-----------------------------|--------------------|--|--|--|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| | DEADLINE TO RECEIVE BW1 / BWP EDOCS | | | TIME EXTRACT @ 3PM BW JOB FLAG OFF @ 5PM DEADLINE TO FINALIZE BW EDOCS | BW VOUCHER CUTOFF @ 4PM Starting at 4PM Biweekly related eDocs will not be finalized until after the BW payroll closing (HRR, BW1, BWP PYGRPS) | CLOSE OFF-CYCLE @ 10:30AM | | MO. AS0 Job Pay Flag Off @ 5 pm | MO AS0 Pend.Vo. CUTOFF@Noon | CLOSE MO #15 (AS0) | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) |
| BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | ~ CLOSE BIWEEKLY PAYROLL ~ BIWEEKLY RELATED EDOCS CANNOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | | ~ Monthly Vouchers Available ~ Funding changes finalized today through end of month WILL NOT update on the MONTHLY voucher. | ~ BI-WEEKLY Vouchers Available ~ Account changes finalized today through end of pay period WILL NOT update current BW voucher | CLOSE OFF-CYCLE @ 10:30AM | | | PAYDAY MO #15 (AS0) | | | BI-WEEKLY PAYDAY | | End of the biweekly pay period |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| | DEADLINE TO RECEIVE BW1 / BWP EDOCS | | DEADLINE TO RECEIVE EDOCS FOR S12 / S10 EDOCS | TIME EXTRACT @ 3PM BW JOB FLAG OFF @ 5PM DEADLINE TO FINALIZE BW EDOCS | BW VOUCHER CUTOFF @ 4PM Starting at 4PM Biweekly related eDocs will not be finalized until after the BW payroll closing (HRR, BW1, BWP PYGRPS) | CLOSE OFF-CYCLE @ 10:30AM | | MO VOUCHER CUTOFF @ 4PM STARTING AT 4PM MONTHLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER THE MONTHLY PAYROLL CLOSING (S12, S10 PYGRPS) | | | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) |
| NO OFF CYCLES THIS WEEK | ~ CLOSE BIWEEKLY PAYROLL ~ BIWEEKLY RELATED EDOCS CANNOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | MONTHLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER MO PAYROLL CLOSING (ACAD and STAFF Monthly) | ~ CLOSE MONTHLY PAYROLL ~ MONTHLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER MO PAYROLL CLOSING (ACAD and STAFF Monthly) | ~ BI-WEEKLY Vouchers Available ~ Account changes finalized today through end of pay period WILL NOT update current BW voucher | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | | | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | | | BI-WEEKLY PAYDAY | | End of the biweekly pay period |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| | DEADLINE TO RECEIVE BW1 / BWP EDOCS | CLOSE OFF-CYCLE @ 10:30AM | TIME EXTRACT @ 3PM BW JOB FLAG OFF @ 5PM DEADLINE TO FINALIZE BW EDOCS | BW VOUCHER CUTOFF @ 4PM Starting at 4PM Biweekly related eDocs will not be finalized until after the BW payroll closing (HRR, BW1, BWP PYGRPS) | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) | | | MAY MONTHLY PAYDAY | | | | BIWEEKLY RELATED EDOCS WILL NOT BE FINALIZED UNTIL AFTER PAYROLL CLOSING (HRR, BW1, BWP PAYGROUPS) |
| | IU CLOSED Memorial Day Holiday | | | | | | | | | | | | |