

MAY

## DEADLINES FOR STAFF AND PART TIME EMPLOYEES

2025

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
27	28	29	30	1	2 CLOSE Off-Cycle @10:30 am	3
				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)
4	5	6	7	8 CLOSE Off-Cycle @10:30 am	9	10 End of Biweekly Pay Period
	~ 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 related eDocs will not be finalized until after payroll closing (HR, BW1, BWP paygroups)	MO. AS0 Job Pay Flag Off @ 5 pm	MO AS0 Pend.Vo. CUTOFF@ noon	CLOSE MO # 16 (AS0)		<b>Biweekly Payday</b>	
11	12	13	14	15	16 CLOSE Off-Cycle @10:30 am	17
	~ Monthly Vouchers Available ~ Funding changes finalized today through end of month will <u>not update</u> the voucher.			Deadline to <u>receive</u> S10/S12 eDocs 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)
	Deadline to <u>receive</u> BW1 / BWP eDocs PAYDAY MO # 16 (AS0)		TIME extract @ 3PM Biweekly Payroll Job Flag @ 5PM			
18	19	20	21	22 CLOSE Off-Cycle @10:30 am	23	24 End of Biweekly Pay Period
	~ Close Biweekly Payroll ~ Biweekly related eDocs/actions will not be finalized until after payroll closing (HRR, BW1, BWP paygroups)		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) ~ Biweekly Vouchers Available ~ Account changes finalized today through the end of pay period will <u>not update</u> voucher	~ Close Monthly Payroll ~ 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)		Monthly Payroll Job Flag @ 5pm			<b>Biweekly Payday</b>	
25	26	27	28	29	30 CLOSE Off-Cycle @10:30 am	31
	<b>IU CLOSED</b> Memorial Day			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)
	Deadline to <u>receive</u> BW1 / BWP eDocs		TIME extract @ 3PM Biweekly Payroll Job Flag @ 5PM		<b>Monthly Payday</b>	