

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