

FY21 Year End Calendar

April / May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					April 23 Payroll costing corrections for salaries paid between July 2020 and February 2021 are due, with all approvals, to the Payroll Office by April 23, 2021.	April 24
April 25	April 26 Expenditure / Receipt Corrections with origination dates prior to April 1, 2021 IDTs initiated by revenue dept. through March 2021	April 27	April 28	April 29	April 30	May 1
May 2	May 3	May 4	May 5	May 6	May 7	May 8
May 9	May 10	May 11	May 12	May 13	May 14	May 15
May 16	May 17	May 18	May 19	May 20	May 21 Payroll costing corrections for salaries paid in March 2021 or April 2021 are due, with all approvals, to the Payroll Office by May 21, 2021	May 22
May 23	May 24 Expenditure / Receipt Corrections originating in April 2021 IDTs initiated by revenue dept. through April 2021	May 25	May 26	May 27	May 28	May 29
May 30	May 31					

FY21 Year End Calendar

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Expenditure / Receipt Corrections originating in May 2021 are due June 11, 2021	12
13	14 IDTs initiated by revenue dept. through May 2021	15	16 Budget transfers in FY21 due to Budget Office PO invoices must be emailed to accounts-payable@uwyo.edu	17 Expense reports and non-PO invoices must be approved and received in Payment Services worklist P-card transactions originating prior to June 1 must be reconciled and the expense report approved and received in the Payment Services worklist	18 Expenditure / Receipt Corrections originating in June 2021 are due June 18, 2021	19
20	21 FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2021 books Requisitions and PO change orders in buyer's worklist by this date will be processed in FY21	22	23	24	25 Last Payment Services Check / ACH cycle in FY21 Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Thursday, June 25, 2021 to ensure being included in fiscal year 2021 Payroll costing corrections for salaries paid in May 2021 are due, with all approvals, to the Payroll Office by June 25, 2021	26
27	28	29 Deposits to Cashier's Office that use an X code due to ensure inclusion in FY21	30 To be applied to FY21 budget: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers			

FY21 Year End Calendar

July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	HOLIDAY	6	7	8	9	10
11	12	13	14	15	16	17
					Payroll Costing corrections for salaries paid in June 2021 are due, with all approvals, to the Payroll Office by July 16, 2021.	
18	19	20	21	22	23	24
		Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Receivable Office				
25	26	27	28	29	30	31

FY21 Year End Calendar

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Accounts Payable Project reports emailed to campus for verification	10	11	12	13	14
15	16	17	18	19	20 Accounts Payable Project reports due to Accounting	21
22	23	24	25	26	27	28
29	30	31				