

**FY22 Year End Calendar**

**April / May 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					April 22	April 23
April 24	April 25	April 26	April 27	April 28	April 29	April 30
					Payroll costing corrections for salaries paid between July 2021 and February 2022 are due, with all approvals, to the Payroll Office by April 29, 2022  Expenditure / Receipt Corrections with origination dates prior to April 1, 2022 IDTs initiated by revenue dept. through March 2022	
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
May 22	May 23	May 24	May 25	May 26	May 27	May 28
			Expenditure / Receipt Corrections originating in April 2022 IDTs initiated by revenue dept. through April 2022			
May 29	May 30	May 31				
	Payroll costing corrections for salaries paid in March 2022 or April 2022 are due, with all approvals, to the Payroll Office by May 31, 2022					

**FY22 Year End Calendar**

**June 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 Expenditure / Receipt Corrections originating in May 2022 are due June 10, 2022	11
12 IDTs initiated by revenue dept. through May 2022	13	14	15 Budget transfers in FY21 due to Budget Office  PO invoices must be emailed to accounts- payable@uwoyo.edu	16 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	17 Expenditure / Receipt Corrections originating in June 2022 are due June 17, 2022	18
19 FINAL deadline for IDT's initiated by revenue dept. to be included in fiscal year 2022 books  Requisitions and PO change orders in buyer's worklist by this date will be processed in FY22	20	21	22	23	24 Last Payment Services Check / ACH cycle in FY22  Departmental deposits that do not use an X code will need to be deposited by 2:00 pm on Thursday, June 24, 2022 to ensure being included in fiscal year 2022	25
26	27	28 Deposits to Cashier's Office that use an X code due to ensure inclusion in FY22	29	30 Payroll costing corrections for salaries paid in May 2022 are due, with all approvals, to the Payroll Office by June 30, 2022  To be applied to FY22 budget: - Goods must be physically received by departments by this date - Services must be fully completed by suppliers		

**FY22 Year End Calendar**

**July 2022**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	<b>HOLIDAY</b>	5	6	7	8	9
10	11	12	13	14	15	16
					Payroll Costing corrections for salaries paid in June 2022 are due, with all approvals, to the Payroll Office by July 15, 2022	
17	18	Accounts Receivable Project: Listing of departmental accounts receivable due to Accounts Receivable Office	20	21	22	23
24	25	26	27	28	29	30
31						

FY22 Year End Calendar

August 2022

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