

Note: Fiscal Year 2018 Year End Calendars are subject to change. Please check <http://www.uwyo.edu/wyocloud/financial-system/> for most recent Fiscal Year 2018 Year End Calendars.

June

2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 - Corrections originating July 2017-April 2018 (including payroll corrections) -IDT's initiated by revenue dept thru 4/30/18	2
3 Time loaded for mid-month payroll	4	5	6	7	8	9
10 Bulk rehire pages tentatively open for hourly non-benefited	11	12	13 May 2018 closed tentatively	14	15 -Expense Reports (reimbursements/p-card transactions) and Non-PO Invoices must be approved and submitted to ensure use of FY18 funds. -PO Invoices must be emailed to accounts-payable@uwyo.edu to ensure use of FY18 funds. - Corrections originating in May 2018 (including payroll corrections) -IDT's initiated by revenue depts. thru 5/31/18	16
17 Papers for end of month payroll due in HR Time loaded for end of month payroll	18	19	20 -NOON-budget transfers in FY18 due to Budget Office.	21	22 -All IDT's initiated July 2017-June 2018 due in order to be included in FY18 transactions -Requisitions and PO change orders in buyer's worklist will be processed in FY18.	23
24	25	26	27 Last Payment Services check/ACH cycle in FY18 Corrections originating in June 2018 June hiring papers for hourly employees due in HR for July 13 payroll Deposits to Cashier's Office that do not use a X code due by 2 pm to ensure inclusion in FY18.	28	29 Payroll Bulk rehire forms for hourly employees due in HR	30

Accounting Deadlines = **Purple**
Payment Services Deadlines = **Green**

Budget & Planning Deadlines= **Brown**
Procurement Deadlines = **Red** Payroll Deadlines = **Orange**

****DEADLINES ARE 4:30 PM UNLESS OTHERWISE NOTED****
Accounts Receivable & Cashier's Office Deadlines= **Gray**