



UNIVERSITY OF WYOMING



Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2025, Financial Affairs and Payroll has prepared the FY25 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2025.

The memo and calendar can be found on the Financial Affairs website:

<http://www.uwyo.edu/budget-finance/financial-affairs/year-end-information>

A few upcoming deadlines to be aware of include:

Due Date	Items Due
Friday, May 16th	IDT's initiated by the revenue department through April 2025 are due in the Accounting Office

Friday, May 23 rd	Expenditure/Receipt Corrections originating in April 2025 Due
Wednesday, May 28 th	Tagging of Capital Assets purchased through April 30th
Thursday, May 29 th	Payroll costing corrections for salaries paid in March 2025 or April 2025 are due, with all approvals, to the Payroll Office

If you have any specific questions after reviewing the year-end documents, please do not hesitate to contact the relevant department:

- All Financial Affairs contact information can be found here:
<http://www.uwyo.edu/budget-finance/financial-affairs/contact-us>
- Payroll contact information can be found here:
<http://www.uwyo.edu/hr/payroll/>

Contact Information

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