



UNIVERSITY OF WYOMING



Year-End Close – Reminder of Upcoming Deadlines

As a reminder, in preparation for the close of the Fiscal Year 2026, Financial Affairs and Payroll have prepared the FY26 year-end memo and corresponding calendar that highlight important processes and deadlines between now and August 2026.

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 15th	IDT's initiated by the revenue department through April 2026 must have a workflow status of Accounting Office
Friday, May 22nd	Expenditure/Receipt Corrections originating in April 2026 Due
Wednesday, May 27 th	Tagging of Capital Assets purchased through April 30th
Thursday, May 28 th	Payroll costing corrections for salaries paid in March 2026 or April 2026 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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