

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	-First day to issue FY19 Purchase Orders and expense reports in WyoCloud	-Deadline to load all June time in HR (hourly and non-exempt salaried employees)	HOLIDAY 		-Payroll Corrections originating in June 2018	
8	9	10	11	12	13	14
			-June 2018 closed tentatively	-First Payment Services check/ACH cycle in WyoCloud	-Last day to reconcile June 2018 p-card transactions	
15	16	17	18	19	20	21
			-Accounts Receivable Project-listing of departmental accounts receivable due to Accounts Receivable Office  -July hiring papers due in HR for July 31 payroll -Time loaded for end of month payroll		- Accounts Payable Project- Non-PO Invoices and PO Invoices for goods and services received on or before 6/30/2018 to be entered in WyoCloud or forwarded to Payment Services	
22	23	24	25	26	27	28
				-July hiring papers for hourly employees due in HR for August 15 payroll		
29	30	31				

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 Deadlines= **Gray**