

University Payroll Services

Fiscal Year End Dates for FYE 2023 (ending June 30, 2023)

Due Date	Action Requested	Item Category	Description of Item
Wednesday, May 10, 2023	FYI	Work-Study Funding	Last day to use 2022-2023 academic year work-study funds.
Thursday, May 11, 2023	FYI	Work-Study Funding	First day to use summer 2023 work-study funds.
Monday, May 22, 2023	Action Required	Overpayments	Submit Payroll Overpayment Notification forms for FY2023 processing to University Payroll Services.
Thursday, June 1, 2023	Action Required	Check Cancellation	Submit FY2023 check cancellation requests (i.e., payroll checks including invalid/incorrect payments AND payroll checks not picked up by employees).
Friday, June 9, 2023	Action Required	Overpayments	Submission deadline for all payroll overpayment reimbursements via <i>check or payroll deduction</i> to arrive in University Payroll Services for processing in FY2023. Must be payment in full in the fiscal year to receive credit. Overpayment reimbursements arriving after this date will be posted to FY2024.
Monday, June 12, 2023	FYI	On Cycle Schedule	2023BW12 University Biweekly pay cycle complete and settle.
Sunday, June 18, 2023	FYI	On Cycle Schedule	First Day of Hospital Biweekly Pay Period 2023BW64.
Tuesday, June 20, 2023	FYI	On Cycle Schedule	2023BW63 Hospital Biweekly pay cycle complete and settle.
Tuesday, June 20, 2023	Action Required	Off Cycle Payroll Payments	Submission deadline for all On Demand Check Request Forms, Short Term International Visitor (STIV) payments, and adjustments for all pay groups to University Payroll Services to be processed in FY2023. All ODCRs and adjustment requests received after this date/time may be processed in FY2024.
Wednesday, June 21, 2023	FYI	On Cycle Schedule	2023MO06 Monthly pay cycle complete and settle (approx. 8:00 a.m.).
Wednesday, June 21, 2023	FYI	On Cycle Schedule	University Biweekly pay group: Last workday of 2023BW13.
Thursday, June 22, 2023	Action Required	Terminations	Voluntary terminations with an effective date on or before 6/30/2023 must be submitted to Payroll Services.
Thursday, June 22, 2023	FYI	On Cycle Schedule	First day of University Biweekly Pay Period 2023BW14 (crosses fiscal years).
Thursday, June 22, 2023	Action Required	Work-Study Timekeeping	College work study students must start recording time (includes Workday, Kronos, My Portal, Boss) on a paper timesheet for the following dates: Thursday, June 22nd - Friday, June 30, 2023.
Friday, June 23, 2023	FYI	On Cycle Schedule	2023BW63 Pay Day
Monday, June 26, 2023	FYI	On Cycle Schedule	2023MO06
Monday, June 26, 2023	FYI	On Cycle Schedule	2023BW13 University Biweekly pay cycle complete and settle.
Thursday, June 29, 2023	Action Required	Payroll Accounting	Costing allocations should be updated in Workday (either manually or via EIB) for all University Biweekly Employees by this recommended date. The effective date must be 6/22/2023. *Does not apply to costing allocations that are not changing or expiring. See <i>Workday Annual Staff Pay Increase Process Guidelines FY2024</i> for more information (date listed in guidelines is absolute final deadline).
Wednesday, June 28, 2023	Action Required	Work-Study Timekeeping	Submit college work study paper timesheet attached to an On Demand Payroll Check Request form to University Payroll Services no later than noon (project any hours to be worked through June 30, 2023). These checks will be processed and issued for the regular pay day and be included in FY2023 on the correct Federal CWSP account.
Wednesday, June 28, 2023	FYI	On Cycle Schedule	2023BW13 Pay Day.
6/30 - 7/3 (tentative)	FYI	Systems	Glacier is "down".
Saturday, July 1, 2023	FYI	Payroll Accounting	Happy New Fiscal Year!! FY2024!
Saturday, July 1, 2023	Action Required	Work-Study Timekeeping	College work study students should resume using electronic time keeping (Workday, Kronos, MyPortal, Boss) to record hours worked on or after July 1st.
Saturday, July 1, 2023	FYI	Work-Study Funding	First day to use new academic year 2023-2024 CWSP award.
Saturday, July 1, 2023	FYI	On Cycle Schedule	Last working day of Hospital Biweekly 2023BW64 Pay period.
Monday/Tuesday, July 3-4, 2023	FYI		Independence Day - University Holiday
Monday, July 3, 2023	FYI	On Cycle Schedule	2023BW64 Hospital Biweekly pay cycle complete and settle.
Wednesday, July 5, 2023	FYI	On Cycle Schedule	Last working day of University Biweekly 2023BW14 Pay period.
Friday, July 7, 2023	Action Required	On Cycle Schedule	2023BW14 Workday Time Tracking Approval Deadline at 6:00a.m.
Friday, July 7, 2023	Action Required	On Cycle Schedule	Submit Hours Input spreadsheets to University Payroll Services for inclusion in the 2023BW14 pay cycle by 11a.m.
Monday, July 10, 2023	FYI	On Cycle Schedule	2023BW14 University Biweekly pay cycle complete and settle.
Friday, July 14, 2023	Action Required	Payroll Accounting	Submit FY2023 Payroll Accounting Adjustments (PAA's) into workflow. Grant exclusions may apply.
Monday, July 17, 2023	Action Required	Payroll Accounting	Costing allocations must be updated in Workday (either manually or via EIB) for all Monthly Employees by this date. The effective date must be 7/1/2023. *Does not apply to costing allocations that are not changing or expiring. See <i>Workday Annual Staff Pay Increase Process Guidelines FY2024</i> for more information.
TBD	FYI	Payroll Accounting	FY2023 Workday Financials June Close date.
Thursday, July 20, 2023	FYI	On Cycle Schedule	Complete and Settle 2023MO07 – July monthly payroll (approximately 8am).
Sunday, August 20, 2023	FYI	Work-Study Funding	Last day to use summer 2023 Work Study funds.