

# Important Year End Deadlines

Date	Description
Friday, May 30, 2025	Deadline to submit a request for a travel advance for June - travel advances will not be issued in June.
Wednesday, June 4, 2025	Deadline to submit Payroll Accounting Adjustments for pay periods prior to June 2025.
Friday, June 13, 2025	Deadline to resolve outstanding travel advances.
Friday, June 20, 2025	Noon deadline to submit requests for salary payments to Academic Affairs (Faculty) or HR (Staff) for payments charged to FY 2025 budget.
Monday, June 30, 2025	All Requisitions must be fully approved.
Monday, June 30, 2025	Week ended June 29th weekly timesheets in Workforce Time are due and must be approved by 12p (one day earlier).
Tuesday, July 8, 2025	Deadline to submit requests for Journal Entries for FY 2025 in ServiceNow (Includes Accruals).
Tuesday, July 8, 2025	Deadline to submit Payroll Accounting Adjustments for June 2025 Payrolls.
Tuesday, July 15, 2025	All workflow items in Workday must be fully approved to be charged against FY 2025.
Tuesday, July 15, 2025	Deadline to enter a cash sale for an FY 2025 revenue item/receipt.