

Workday Cutover Schedule - Finance
Key Department Deadlines

Date	Accounting/Budget	Accounts Payable/Bursar	Chrome River & P-card	Procurement	Payroll
October 28	<p>Journal voucher corrections for <u>July-September</u> due to Accounting by 10 AM</p> <p>No new funds/orgs/indexes except for new external grants, gifts or endowments</p> <p>Last day for FY25 budget amendments until 1/2/25</p>	<p>Last date to make vendor changes using Banner Web. Paper form will be available for critical new vendor changes</p>	<p>Reimbursements for <u>July-September</u> submitted in Chrome River</p> <p>P-Card eWallet transactions for <u>July-September</u> must be submitted, including credits, charges and fees</p> <p>No new p-cards will be issued after this date; lost or stolen cards will be replaced if necessary</p>	<p>Last day to set up new vendors. Paper form will be available for critical new vendor set up</p>	<p>Last day to make changes to direct deposit or W-4 via Banner employee self service. Paper form will be available</p> <p>Labor distribution corrections for <u>July-September</u> payrolls due by 10 AM</p>
Week of November 3-9	<p>11/6 - Journal entries for <u>October</u> due to Accounting by 10 AM</p>		<p>11/6 - Reimbursements for <u>July - September</u> must be approved in Chrome River</p> <p>11/6 - P-card eWallet transactions for <u>July - September</u> must be allocated and approved in Chrome River</p> <p>11/6 - P-card eWallet transactions for <u>October</u> must be submitted, including credits, charges and fees</p> <p>11/6 - Reimbursements for <u>October</u> must be submitted in Chrome River</p>		<p>11/3 - Manual timesheets for student employees <u>for prior pay periods</u> due by 10 a.m.</p> <p>11/6 - Labor distribution corrections for <u>October</u> payrolls due by 10 AM</p>
Week of November 11 - 15			<p>11/13 - P-card transactions for <u>October</u> must be allocated and approved</p> <p>11/13 - Reimbursements for <u>October</u> must be approved</p>	<p>11/15 - Last day for critical vendor set-up for purchase orders</p>	
November 30 through December 9	<p>12/6 - Journal entries for <u>November</u> due to Accounting by 10AM</p>		<p>12/6 - P-card eWallet transactions for <u>November</u> and first week of <u>Decemeber</u> must be submitted, including all including credits, charges and fees</p> <p>12/9 - Reimbursements for <u>November</u> submitted</p>	<p>11/30 - Last day to submit purchase requisitions. Requests due to Procurement by 10AM (no new P.O.s issued until 1/2/25)</p> <p>11/30 - BannerWeb Requisition forms will be inactivated</p>	<p>12/6 - Labor distribution corrections for <u>November</u> payrolls due by 10 AM</p>

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December 10 -16		12/13 - Last regular check run and last day for cash advances 12/13 - Last day for vendor changes with paper form (existing A/P vendors only) 12/16 - Last day to process student refunds	12/11 - Reimbursements for <u>November</u> approved by 5PM 12/13 - P-card transactions for <u>November and first week of December</u> must be allocated and approved by 5PM		12/13 - Last day to change W-4 or direct deposit with paper forms 12/16 - Bi-Weekly time sheets (including those for students) for 12/1 - 12/14 due by 10 AM
December 20	Journal entries for <u>December</u> due to Accounting by 10AM Last day for deposits - due to Cashier's Office by 10AM Last day new grants/gifts are created in Banner				