Deadlines & Non-transaction Days (MO/BW)

Payroll Processing Starts → **Payroll Processing Complete / GL Processing Starts** → **GL Processing Complete**

EMPLOYEE DATA CHANGE DEADLINE	PAYPATH & POSITION MNGT DEADLINE	FUNDING ENTRY DEADLINE	PAY CONFIRM DATE	POSITION/JOB DATA CHANGES IN PAYPATH MAY RESUME	GL POST CONFIRM DATE	FUNDING ENTRY TRANSACTIONS MAY RESUME
Transactions must be locally approved by 3:00 p.m. for applicable MO/BW pay cycle	Transactions must be locally approved by 5:00 p.m. for applicable MO/BW pay cycle	Transactions must be locally approved one day before Pay Confirm for applicable MO/BW pay cycle	For MO/BW jobs	The day after Pay Confirm	(Complete Detail Labor Ledger Data) for MO/BW positions	The day after GL Post Confirm

🚫 **NO POSITION/JOB DATA PAYPATH CHANGES**
from Employee Data Change Deadline through Pay Confirm for applicable MO/BW pay cycle

🚫 **NO FUNDING ENTRIES**
from Pay Confirm through Complete GL Post Confirm for applicable MO/BW positions

Revised: 10/29/2020