

Year-End Deadlines

MAY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				May 1	May 2	May 3
May 4	May 5	May 6	May 7	May 8	May 9	May 10
May 11	May 12	May 13	May 14	May 15	May 16	May 17
					Acctg: Last day to submit advanced payment requests to DFS	
					BDGT:BA Adjustment to Non-Operating Budget (OPB Approval NA) Request Due	
					BDGT:BA Salary Rate Changes Btwn BE's for FY24-25 Request Due	
May 18	May 19	May 20	May 21	May 22	May 23	May 24
	Acctg: Last day to submit advanced payment requests to DFS			HR: May Payroll Processes	HR: Rate Reports and RDS Reports	
	HR: Monthly Payroll Due Date					
May 25	May 26	May 27	May 28	May 29	May 30	May 31
	STATE HOLIDAY OFFICES CLOSED		HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay	BDGT: BA Adjustment to Non-Operating Budget (OPB Approval NA) Submission Deadline.		
				BDGT:BA Salary Rate Changes Btwn BE's for FY24-25 Submission Deadline.		

Year-End Deadlines

JUNE 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jun 1	Jun 2	Jun 3	Jun 4	Jun 5	Jun 6	Jun 7
		BDGT: BA 5- Day Unlimited Xfer Request Due		BDGT: FY2026-27 ALL JRO Annual LBR Meeting, 9:30am Zoom		
			FinS: Financial Statement Workshop		FinS: Declaration of Intent Due	
Jun 8	Jun 9	Jun 10	Jun 11	Jun 12	Jun 13	Jun 14
	HR: Mass Upload Template Due To JAC	BDGT: BA 5% or \$250K Xfer Requests Due	BDGT: BA 5- Day Unlimited Xfer Submission Deadline			
Jun 15	Jun 16	Jun 17	Jun 18	Jun 19	Jun 20	Jun 21
		HR: Monthly Payroll Due Date		Acctg: Deadline for STMS supervisor approval	Acctg: Last day to submit current year refunds to JAC for processing	
					HR: June Payroll Processes	
					BDGT: BA 5% or \$250K Xfer Submission Deadline	
Jun 22	Jun 23	Jun 24	Jun 25	Jun 26	Jun 27	Jun 28
	HR: Rate Reports and RDS Reports Acctg: Last day to submit batches	Acctg: Last day to submit JT requests	Acctg: Last day for PCard approvals to be paid with current year funds	HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay Acctg: Last day to submit revenue deposits to JAC for processing Acctg: Warrant cancelation deadline		
Jun 29	Jun 30					

Year-End Deadlines

JULY 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Jul 1	Jul 2	Jul 3	Jul 4	Jul 5
			FinS: Lease Workbook Due	Acctg: June 30 balances available in FLAIR.		
			FinS: SBITA Workbook Due	FinS: Consideration of Fraud Due		
				FinS: Leave Liability Short-Term Factors sent to JROs	STATE HOLIDAY OFFICES CLOSED	
Jul 6	Jul 7	Jul 8	Jul 9	Jul 10	Jul 11	Jul 12
					HR: Mass Upload Template Due To JAC	
Jul 13	Jul 14	Jul 15	Jul 16	Jul 17	Jul 18	Jul 19
		Acctg: Certification forms are due to JAC	FinS: Receivables Due	Acctg: Certification forward report due to the Governor's office		
			FinS: Capital Asset Reports Due	FinS: Leave Liability Reports Due		
Jul 20	Jul 21	Jul 22	Jul 23	Jul 24	Jul 25	Jul 26
	HR: Monthly Payroll Due Date			HR: July Payroll Processes	BDGT: LBR and CIP Templates DUE to Budget Office	
					HR: Rate Reports and RDS Reports	
Jul 27	Jul 28	Jul 29	Jul 30	Jul 31		
		HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay				

Year-End Deadlines

AUG 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					Aug 1	Aug 2
Aug 3	Aug 4	Aug 5	Aug 6	Aug 7	Aug 8	Aug 9
	FinS: Trial Balance ran to RDS for JRO's review		Fins: JRO review of Financial Statement Discrepancies Due		HR: Mass Upload Template Due To JAC	
	FinS: Final Financial Statement Forms Sent to JROs					
Aug 10	Aug 11	Aug 12	Aug 13	Aug 14	Aug 15	Aug 16
	FinS: FLAIR Closed	FinS: Final Trial Balance Printed to RDS		FinS: Certification of GASB 87 & 96 Due	FinS: Agency Head Certification Due	
Aug 17	Aug 18	Aug 19	Aug 20	Aug 21	Aug 22	Aug 23
	HR: Monthly Payroll Due Date		FinS: JRO review of Schedule of Federal Awards Due	HR: August Payroll Processes	HR: Rate Reports and RDS Reports	
Aug 24	Aug 25	Aug 26	Aug 27	Aug 28	Aug 29	Aug 30
			HR: 10:00 A.M. EFT Cancellation Deadline for Monthly and CJIP pay			
Aug 31						

Year-End Deadlines

SEPT through NOV 8, 2025

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Sep 1	Sep 2	Sep 3	Sep 4	Sep 5	Sep 6
	STATE HOLIDAY OFFICES CLOSED					
Sep 7	Sep 8	Sep 9	Sep 10	Sep 11	Sep 12	Sep 13
Sep 14	Sep 15	Sep 16	Sep 17	Sep 18	Sep 19	Sep 20
	BDGT: LBR Post to FL Fiscal Portal Deadline					
Sep 21	Sep 22	Sep 23	Sep 24	Sep 25	Sep 26	Sep 27
Sep 28	Sep 29	Sep 30	Oct 1	Oct 2	Oct 3	Oct 4
					FinS: Subsequent Events Form Due	
Oct 5	Oct 6	Oct 7	Oct 8	Oct 9	Oct 10	Oct 11
Oct 12	Oct 13	Oct 14	Oct 15	Oct 16	Oct 17	Oct 18
Oct 19	Oct 20	Oct 21	Oct 22	Oct 23	Oct 24	Oct 25
Oct 26	Oct 27	Oct 28	Oct 29	Oct 30	Oct 31	Nov 1
Nov 4	Nov 3	Nov 4	Nov 5	Nov 6	Nov 7	Nov 8
		FinS: Agency Representations for ACFR				
		FinS: Agency Representations for Federal Awards Due				