November 2025

						1
2	3	4	5	6	7	8
		SPAR in query only from 5pm 11/4 through 6am 11/7 for month end processing				
9	10	11	12	13	14	15
					SPAR in query only from 1am through 11am 11/14 for payroll processing	
16	17	18	19	20	21	22
		PI Certification Deadline	Deans/Chairs notified of uncertified effort Deadline to submit SWCT for Hourly Employees at 5pm		SPAR in query only from 1am through 11am 11/21 for payroll processing	
23	24	25	26	27	28	29
		Last date to modify May-Aug SPARs and allow one business day for certification before Write-Off Date**	Last Date to modify May-Aug SPARs without 90-Day exception, CAUTION – will not allow time for certification of federal effort*, **			
			SPAR in query only from 1am through 11am 11/26 for payroll processing	THANSKGIVING BREAK		
30	Dec 1 Write off of Uncertified Effort is 7am					

*Be certain no federal effort is involved in the modification

**SPAR modifications to May-June time periods will be subject to Fiscal-Year End Cut-Off rules