

MONTHLY PAYROLL SCHEDULE 2018 - 2019

Month	Payroll ID	Supervisors/Managers approve pending time deadline @ 5PM	CTOD, LWOP, Return LOA, Timekeepers Approvals - Deadlines @ 5PM	CAMPUS LOCKOUT @ 5PM EHRA & SHRA actions plus Supplemental Pay must be entered into the HR system & supporting documentation submitted to HRIM	Distribution Changes Completed @ 5PM	Authorization & Supplemental Pay Detail Report Approval @ 5PM	Payroll Confirmed (Lockout remains pending Distribution)	Pay Day	Off-Cycle Check Request Deadline @5PM **	Off Cycle Check Payday	Holidays / Comments
July	20191R01	Jul 6	Jul 13	Jul 16	Jul 18	Jul 23	Jul 24	Jul 31	Aug 6	Aug 15	Independence Day Tue Jul 4
Aug	20191R02	Aug 6	Aug 17	Aug 16	Aug 20	Aug 23	Aug 24	Aug 31	Sep 7	Sep 14	
Sep	20191R03	Sep 6	Sept 14	Sep 13	Sep 17	Sep 20	Sep 21	Sep 28	Oct 4	Oct 15	Labor Day Mon Sep 3
Oct	20191R04	Oct 6	Oct 12	Oct 16	Oct 18	Oct 23	Oct 24	Oct 31	Nov 6	Nov 15	
Nov	20191R05	Nov 6	Nov 9	Nov 13	Nov 15	Nov 20	Nov 21	Nov 30	N/A	Pay on 1R06	Thanksgiving Nov 22-23
Dec	20191R06	Dec 6	Dec 7	Dec 6	Dec 10	Dec 13	Dec 14	Dec 21	Jan 7	Jan 15	Winter Break Dec 24 - 30
Jan	20191R07	Jan 6	Jan 11	Jan 14	Jan 16	Jan 23	Jan 24	Jan 31	Feb 6	Feb 15	New Year's, Tue Jan 1 ML King Jr., Mon Jan 21
Feb	20191R08	Feb 6	Feb 15	Feb 13	Feb 15	Feb 20	Feb 21	Feb 28	Mar 6	Mar 15	
Mar	20191R09	Mar 6	Mar 15	Mar 14	Mar 18	Mar 21	Mar 22	Mar 29	Apr 4	Apr 15	
Apr	20191R10	Apr 6	Apr 12	Apr 15	Apr 17	Apr 22	Apr 23	Apr 30	May 6	May 15	
May	20191R11	May 6	May 17	May 15	May 17	May 22	May 23	May 31	Jun 6	Jun 14	Memorial Day Mon May 27
June	20191R12	Jun 6	Jun 7	Jun 11	Jun 13	Jun 18	Jun 19	Jun 28	Jul 5	Jul 15	

CTOD - CompTime on Demand
 LWOP - Leave Without Pay
 LOA - Leave of Absence

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines are 5 PM unless otherwise noted