

## 2019 HR & PAYROLL Deadlines

DRAFT

Month (by payment date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	Normal Payroll Monday Deadlines					Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes
								10:45 AM	11:00 AM	2:30 PM	3:00 PM	9:00 PM			
								EPAF Deadline	PDAEDN Entry Deadline	WTE Employee Submission PHATIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline			
DRAFT	2018	B1-26	15-Dec-2018	28-Dec-2018	2	*	19-Dec-18	Mon 17-Dec-18		n/a	n/a	n/a	27-Dec-18	28-Dec-18	Christmas Tue 25-Dec-18 Adjustments needed
DRAFT JAN	2019	B2-00			1	*	19-Dec-18	Fri 21-Dec-18		Mon 31-Dec-18 10:00AM	Fri 21-Dec-18	3-Jan-19	4-Jan-19	New Years Tue 01-Jan-19	
	2019	B1-01	29-Dec-2018	11-Jan-2019	1		2-Jan-19	7-Jan-19	n/a	n/a	n/a	10-Jan-19	11-Jan-19		
	2019	B2-01			2		9-Jan-19	14-Jan-19					17-Jan-19	18-Jan-19	
	2019	B1-02	12-Jan-2019	25-Jan-2019	2	*	16-Jan-19	Fri 18-Jan-19	n/a	n/a	n/a	24-Jan-19	25-Jan-19	MLK Day Mon 21-Jan-19	
FEB	2019	B2-02			1		23-Jan-19	28-Jan-19					31-Jan-19	1-Feb-19	
	2019	B1-03	26-Jan-2019	8-Feb-2019	1		30-Jan-19	4-Feb-19	n/a	n/a	n/a	7-Feb-19	8-Feb-19		
	2019	B2-03			2		6-Feb-19	11-Feb-19					14-Feb-19	15-Feb-19	
	2019	B1-04	9-Feb-2019	22-Feb-2019	2		13-Feb-19	18-Feb-19	n/a	n/a	n/a	21-Feb-19	22-Feb-19		
MAR	2019	B2-04			1		20-Feb-19	25-Feb-19					28-Feb-19	1-Mar-19	
	2019	B1-05	23-Feb-2019	8-Mar-2019	1		27-Feb-19	4-Mar-19	n/a	n/a	n/a	7-Mar-19	8-Mar-19		
	2019	B2-05			2		6-Mar-19	11-Mar-19					14-Mar-19	15-Mar-19	

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	2019	B1-06	9-Mar-2019	22-Mar-2019	2		13-Mar-19	18-Mar-19	n/a	n/a	n/a	21-Mar-19	22-Mar-19		
	2019	B2-06			3		20-Mar-19	25-Mar-19			28-Mar-19	29-Mar-19			
<b>APR</b>	2019	B1-07	23-Mar-2019	5-Apr-2019	1		27-Mar-19	1-Apr-19	n/a	n/a	n/a	4-Apr-19	5-Apr-19		
	2019	B2-07			1		3-Apr-19	8-Apr-19			11-Apr-19	12-Apr-19			
	2019	B1-08	6-Apr-2019	19-Apr-2019	2		10-Apr-19	15-Apr-19	n/a	n/a	n/a	18-Apr-19	19-Apr-19		
	2019	B2-08			2		17-Apr-19	22-Apr-19			25-Apr-19	26-Apr-19			
<b>MAY</b>	2019	B1-09	20-Apr-2019	3-May-2019	1		24-Apr-19	29-Apr-19	n/a	n/a	n/a	2-May-19	3-May-19		
	2019	B2-09			1		1-May-19	6-May-19			9-May-19	10-May-19			
	2019	B1-10	4-May-2019	17-May-2019	2		8-May-19	13-May-19	n/a	n/a	n/a	16-May-19	17-May-19		
	2019	B2-10			2		15-May-19	20-May-19			23-May-19	24-May-19			
	2019	B1-11	18-May-2019	31-May-2019	3	*	22-May-19	Fri 24-May-19	n/a	n/a	n/a	30-May-19	31-May-19	Memorial Day Mon 27-May-19	
<b>JUN</b>	2019	B2-11			1		29-May-19	3-Jun-19			6-Jun-19	7-Jun-19			

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	2019	B1-12	1-Jun-2019	14-Jun-2019	1		5-Jun-19	10-Jun-19	n/a	n/a	n/a	13-Jun-19	14-Jun-19		
	2019	B2-12			2		12-Jun-19	17-Jun-19					20-Jun-19	21-Jun-19	
	2019	B1-13	15-Jun-2019	28-Jun-2019	2		19-Jun-19	24-Jun-19	n/a	n/a	n/a	27-Jun-19	28-Jun-19		
JUL	2019	B2-13			1	*	26-Jun-19	Fri 28-Jun-19			Mon 1-Jul-19 @10 a.m.	Fri 28-Jun-19	Wed 3-Jul-19	5-Jul-19	Independence Day Thu 04-Jul-19
	2019	B1-14	29-Jun-2019	12-Jul-2019	1		3-Jul-19	8-Jul-19	n/a	n/a	n/a	11-Jul-19	12-Jul-19		
	2019	B2-14			2		10-Jul-19	15-Jul-19					18-Jul-19	19-Jul-19	
	2019	B1-15	13-Jul-2019	26-Jul-2019	2		17-Jul-19	22-Jul-19	n/a	n/a	n/a	25-Jul-19	26-Jul-19		
AUG	2019	B2-15			1		24-Jul-19	29-Jul-19					1-Aug-19	2-Aug-19	
	2019	B1-16	27-Jul-2019	9-Aug-2019	1		31-Jul-19	5-Aug-19	n/a	n/a	n/a	8-Aug-19	9-Aug-19		
	2019	B2-16			2		7-Aug-19	12-Aug-19					15-Aug-19	16-Aug-19	
	2019	B1-17	10-Aug-2019	23-Aug-2019	2		14-Aug-19	19-Aug-19	n/a	n/a	n/a	22-Aug-19	23-Aug-19		
	2019	B2-17			3		21-Aug-19	26-Aug-19					29-Aug-19	30-Aug-19	

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SEP	2019	B1-18	24-Aug-2019	6-Sep-2019	1	*	28-Aug-19	Fri 30-Aug-19		n/a	n/a	n/a	5-Sep-19	6-Sep-19	Labor Day Mon 02-Sep-19
	2019	B2-18			1		4-Sep-19	9-Sep-19					12-Sep-19	13-Sep-19	
	2019	B1-19	7-Sep-2019	20-Sep-2019	2		11-Sep-19	16-Sep-19	n/a	n/a	n/a	19-Sep-19	20-Sep-19		
	2019	B2-19			2		18-Sep-19	23-Sep-19					26-Sep-19	27-Sep-19	
OCT	2019	B1-20	21-Sep-2019	4-Oct-2019	1		25-Sep-19	30-Sep-19	n/a	n/a	n/a	3-Oct-19	4-Oct-19		
	2019	B2-20			1		2-Oct-19	7-Oct-19					10-Oct-19	11-Oct-19	
	2019	B1-21	5-Oct-2019	18-Oct-2019	2		9-Oct-19	14-Oct-19	n/a	n/a	n/a	17-Oct-19	18-Oct-19		
	2019	B2-21			2		16-Oct-19	21-Oct-19					24-Oct-19	25-Oct-19	
NOV	2019	B1-22	19-Oct-2019	1-Nov-2019	1		23-Oct-19	28-Oct-19	n/a	n/a	n/a	31-Oct-19	1-Nov-19		
	2019	B2-22			1		30-Oct-19	4-Nov-19					7-Nov-19	8-Nov-19	
	2019	B1-23	2-Nov-2019	15-Nov-2019	2	*	6-Nov-19	Fri 8-Nov-19		n/a	n/a	n/a	14-Nov-19	15-Nov-19	Veterans Day Mon 11-Nov-19
	2019	B2-23			2		13-Nov-19	18-Nov-19					21-Nov-19	22-Nov-19	

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	2019	B1-24	16-Nov-2019	29-Nov-2019	3	*	20-Nov-19	Fri 22-Nov-19		n/a	n/a	n/a	Tue 26-Nov-19	Wed 27-Nov-19	Thanksgiving Thu & Fri 28 & 29-Nov-19
DEC	2019	B2-24			1		27-Nov-19	2-Dec-19					5-Dec-19	6-Dec-19	
	2019	B1-25	30-Nov-2019	13-Dec-2019	1		4-Dec-19	9-Dec-19	n/a	n/a	n/a	12-Dec-19	13-Dec-19		
DRAFT	2019	B2-25			2		11-Dec-19	16-Dec-19					19-Dec-19	20-Dec-19	
DRAFT	2019	B1-26	14-Dec-2019	27-Dec-2019	2	*	18-Dec-19	Mon 16-Dec-19	n/a	n/a	n/a	20-Dec-19	27-Dec-19	Christmas Wed 25-Dec-19 Adjustments needed	
DRAFT JAN	2020	B2-00			1	*	18-Dec-19	Mon 16-Dec-19	Fri 27-Dec-19	Mon 30-Dec-19 10:00AM	Fri 27-Dec-19	2-Jan-20	3-Jan-20	New Years Wed 01-Jan-20	

Check your campus Holiday calendar for campus specific dates for closing.

**Notes**

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