Paying employees timely and accurately is each Department's responsibility. Please submit pay-affecting documents BEFORE these deadlines to allow adequate processing time by all administrative units. Please confirm pay-affecting changes in DEPPS BEFORE these deadlines.

## PAYROLL DOCUMENTS SCHEDULE – 2018-2019

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<td><strong>Position Control</strong> (Zip 1014)</td>
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</table>

Please confirm pay-affecting changes in DEPPS BEFORE these deadlines.

**PAYROLL DOCUMENTS SCHEDULE – 2018-2019**

- **Position Control** (Zip 1014)
- Last day for on-line input and review of pending appointments and I-9s in **PERMS** no later than 3:00 p.m.

### Payroll Services

- Employee-initiated pay-affecting documents, Expenditure Transfer Requests and **OVERTIME** Time Reports due in:
  - Payroll Services (Zip 1024)
- Medical Enrollment/Retirements Forms due in:
  - Human Resource Services (Zip 1014)
- **LWOP** Time and Leave Reports due in:
  - Human Resource Services (Zip 1014)

- Last day for on-line input and review of pending appointments and I-9s in **TEMPS** no later than 3:00 p.m.

#### Begin on-line input of Positive Pay in DEPT PAY

- **08/30** 10/01 10/16 10/31 11/14 11/29 12/13 12/31 01/16 01/31 02/14 02/28 03/14 04/01 04/16 05/01 05/15

#### Complete on-line input of Positive Pay in DEPT PAY by NOON ** ***Run Payroll Calculation*** **

- **09/04** 10/03 10/18 11/02 11/16* 12/03* 12/17* 01/03 01/18 02/04 02/18* 03/04 03/18* 04/03 04/18 05/03 05/17

#### Begin review of Payroll Expenses on-line in DEPT PAY

- **09/05** 10/04 10/19 11/05 11/19 12/04 12/18 01/04 01/22 02/05 02/19 03/05 03/19 04/04 04/19 05/06 05/20

#### Cut-off for pay-affecting errors on PEARs Is 9:00 a.m.

- **09/06** 10/05 10/23 11/07 11/21 12/06 12/20 01/08 01/23 02/07 02/21 03/07 03/21 04/08 04/23 05/08 05/22

#### Cut-off for non-pay affecting errors on PEARs NO LATER THAN NOON ** ***PAY DAY*** **

- **09/10** 10/10 10/25 11/9 11/26 12/10 12/24 01/10 01/25 02/11 02/25 03/11 03/25 04/10 04/25 05/10 05/24

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* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m.

The cut-off for receipt of Time Reports and Leave Reports in Payroll Services for payment of annual sick leave cash out is JANUARY 29, 2019.

The cut-off dates for Graduate Assistant Payroll Deductions are SEPTEMBER 3, 2018 and JANUARY 21, 2019.

Late fees will be applied by Student Accounts the night of SEPTEMBER 6, 2018 and JANUARY 22, 2019. Sign up for payroll deduction before late fees are applied.

**UNIVERSITY HOLIDAYS:**
- MONDAY -- SEPTEMBER 3; MONDAY -- NOVEMBER 12; THURSDAY & FRIDAY -- NOVEMBER 22 & 23; MONDAY & TUESDAY -- DECEMBER 24 & 25; TUESDAY, JANUARY 1; MONDAY -- JANUARY 21; MONDAY -- MAY 27

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**PUBLIC HOLIDAYS:**
- MONDAY -- JULY 4; MONDAY -- JULY 5; MONDAY -- JULY 6; MONDAY -- SEPTEMBER 6; MONDAY -- OCTOBER 7; MONDAY -- NOVEMBER 11; MONDAY -- NOVEMBER 12; MONDAY -- DECEMBER 24; MONDAY -- JANUARY 1; MONDAY -- JANUARY 21; MONDAY -- MAY 27