## 2019 Payroll Cutoff Schedule

| Monthly | | Semi-Monthly | | | Adjustment Periods | | | |
|---|---|---|---|---|---|---|---|---|
| **Monthly Pay Date** | **Pay Period** | **Semi-Monthly Pay Date** | **Pay Period** | **Pay Complete No Data Entry Dates** | **Adjustments to Time Entry Locked (8:00 a.m.) Retro for Pay Period must go to Payroll** | **Adjustments to Time Entry for Pay Period Unlocked (8:00a.m.)** | **Pay Period Closed Retro Payments must be requested from Payroll** | **Primary Job Switch Open Days per Month (12:01 a.m. to 11:00 a.m. – half days)** |
| Feb 01 | Jan 01-31 | Jan 10<br>Jan 25 | Dec 16-31, 2018<br>Jan 01-15 | Jan 07<br>Jan 22<br>Jan 29 | Jan 07<br>Jan 22 | Jan 08<br>Jan 23 | Feb 04<br>Feb 19<br>Mar 26 | Jan 08-11<br>Jan 23<br>Jan 30 |
| Mar 01 | Feb 01-28 | Feb 08<br>Feb 25 | Jan 16-31<br>Feb 01-15 | Feb 05<br>Feb 20<br>Feb 26 | Feb 05<br>Feb 20 | Feb 06<br>Feb 21 | Mar 04<br>Mar 19<br>Apr 25 | Feb 06-11<br>Feb 21<br>Feb 27 |
| Apr 01 | Mar 01-31 | Mar 08<br>Mar 25 | Feb 16-28<br>Mar 01-15 | Mar 05<br>Mar 20<br>Mar 27 | Mar 05<br>Mar 20 | Mar 06<br>Mar 21 | Apr 04<br>Apr 21<br>May 28 | Mar 06-12<br>Mar 21<br>Mar 28 |
| May 01 | Apr 01-30 | Apr 10<br>Apr 25 | Mar 16-31<br>Apr 01-15 | Apr 05<br>Apr 22<br>Apr 26 | Apr 05<br>Apr 22 | Apr 06<br>Apr 23 | May 06<br>May 20<br>Jun 25 | Apr 08-12<br>Apr 23<br>Apr 29 |
| Jun 03 | May 01-31 | May 10<br>May 24 | Apr 16-31<br>May 01-15 | May 07<br>May 21<br>May 29 | May 07<br>May 21 | May 08<br>May 22 | Jun 04<br>Jun 19<br>Jul 28 | May 08-13<br>May 22<br>May 30 |
| Jul 01 | Jun 01-30 | Jun 10<br>Jun 25 | May 16-31<br>Jun 01-15 | Jun 05<br>Jun 20<br>Jun 26 | Jun 05<br>Jun 20 | Jun 06<br>Jun 21 | Jul 04<br>Jul 21<br>Aug 27 | Jun 06-12<br>Jun 21<br>Jun 27 |

# PAY:    Payroll Cutoff Schedules for 2019

| Monthly | | Semi-Monthly | | | Adjustment Periods | | | |
|---|---|---|---|---|---|---|---|---|
| Monthly Pay Date | Pay Period | Semi-Monthly Pay Date | Pay Period | Pay Complete No Data Entry Dates | Adjustments to Time Entry Locked (8:00 a.m.) Retro for Pay Period must go to Payroll | Adjustments to Time Entry for Pay Period Unlocked (8:00a.m.) | Pay Period Closed Retro Payments must be requested from Payroll | Primary Job Switch Open Days per Month (12:01 a.m. to 11:00 a.m. – half days) |
| Aug 01 | Jul 01-31 | Jul 10 Jul 25 | Jun 16-30 Jul 01-15 | Jul 05 Jul 22 Jul 29 | Jul 05 Jul 22 | Jul 06 Jul 23 | Aug 05 Aug 19 Sep 25 | Jul 06-12 Jul 23 Jul 30 |
| Sep 03 | Aug 01-31 | Aug 09 Aug 23 | Jul 16-31 Aug 01-15 | Aug 06 Aug 20 Aug 28 | Aug 06 Aug 20 | Aug 07 Aug 21 | Sep 04 Sep 19 Oct 28 | Aug 07-12 Aug 21 Aug 29 |
| Oct 01 | Sep 01-30 | Sep 10 Sep 25 | Aug 16-31 Sep 01-15 | Sep 05 Sep 20 Sep 26 | Sep 05 Sep 20 | Sep 06 Sep 21 | Oct 06 Oct 20 Nov 24 | Sep 06-12 Sep 23 Sep 27 |
| Nov 01 | Oct 01-31 | Oct 10 Oct 24 | Sep 16-30 Oct 01-15 | Oct 07 Oct 21 Oct 29 | Oct 07 Oct 21 | Oct 08 Oct 22 | Nov 04 Nov 19 Dec 26 | Oct 08-14 Oct 22 Oct 30 |
| Dec 02 | Nov 01-30 | Nov 08 Nov 25 | Oct 16-31 Nov 01-15 | Nov 05 Nov 20 Nov 25 | Nov 05 Nov 20 | Nov 06 Nov 21 | Dec 04 Dec 18 Jan 28, 2020 | Nov 06-12 Nov 21 Nov 27 |
| Jan 02 2020 | Dec 01-31 | Dec 10 Dec 24 | Nov 16-30 Dec 01-15 | Dec 05 Dec 19 Dec 27 | Dec 05 Dec 19 | Dec 06 Dec 20 | Jan 06, 2020 Jan 20, 2020 Feb 25, 2020 | Dec 06-10 Dec 20 Dec 30 |