

PAY: Payroll Cutoff Schedules

Employee

2018 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 (12:00 a.m. to 1:00 p.m.)
02/01/18	01/01-31/18	01/10/18	12/16-31/17	01/05/18	01/05/18	01/11/18	02/05/18	01/08/18
		01/25/18	01/01-15/18	01/22/18	01/22/18	01/26/18	02/19/18	01/23/18
				01/29/18			03/27/18	01/30/18
03/01/18	02/01-28/18	02/09/19	01/16-31/18	02/06/18	02/06/18	02/10/18	03/05/18	02/07/18
		02/23/19	02/01-15/18	02/20/18	02/20/18	02/24/18	03/19/18	02/21/18
				02/26/18			04/25/18	02/27/18
04/02/18	03/01-31/18	03/09/18	02/16-28/18	03/06/18	03/06/18	03/10/18	04/04/18	03/07/18
		03/23/18	03/01-15/18	03/20/18	03/20/18	03/24/18	04/19/18	03/21/18
				03/28/18			05/28/18	03/29/18
05/01/18	04/01-30/18	04/10/18	03/16-31/18	04/05/18	04/05/18	04/11/18	05/06/18	04/06/18
		04/25/18	04/01-15/18	04/20/18	04/20/18	04/26/18	05/21/18	04/23/18
				04/26/18			06/26/18	04/27/18
06/01/18	05/01-31/18	05/10/18	04/16-30/18	05/07/18	05/07/18	05/11/18	06/04/18	05/08/18
		05/25/18	05/01-15/18	05/22/18	05/22/18	05/26/18	06/19/18	05/23/18
				05/29/18			07/26/18	05/30/18
07/02/18	06/01-30/18	06/08/18	05/16-31/18	06/05/18	06/05/18	06/09/18	07/04/18	06/06/18
		06/25/18	06/01-15/18	06/20/18	06/20/18	06/26/18	07/19/18	06/21/18
				06/27/18			08/28/18	06/28/18

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08/01/18	07/01-31/18	07/10/18 07/25/18	06/16-30/18 07/01-15/18	07/05/18 07/20/18 07/27/18	07/05/18 07/20/18	07/11/18 07/26/18	08/06/18 08/20/18 09/25/18	07/06/18 07/23/18 07/30/18
09/04/18	08/01-31/18	08/10/18 08/24/18	07/16-31/18 08/01-15/18	08/07/18 08/21/18 08/29/18	08/07/18 08/21/18	08/11/18 08/25/18	09/04/18 09/19/18 10/28/18	08/08/18 08/22/18 08/30/18
10/01/18	09/01-30/18	09/10/18 09/25/18	08/16-31/18 09/01-15/18	09/05/18 09/20/18 09/26/18	09/05/18 09/20/18	09/11/18 09/26/18	10/03/18 10/21/18 11/27/18	09/06/18 09/21/18 09/27/18
11/01/18	10/01-31/18	10/10/18 10/25/18	10/10/18 10/25/18	10/04/18 10/22/18 10/29/18	10/04/18 10/22/18	10/11/18 10/26/18	11/05/18 11/15/18 12/26/18	10/05/18 10/23/18 10/30/18
12/03/18	11/01-30/18	11/09/18 11/21/18	10/16-31/18 11/01-15/18	11/06/18 11/16/18 11/28/18	11/06/18 11/16/18	11/10/18 11/22/18	12/04/18 12/18/18 01/28/19	11/07/18 11/19/18 11/29/18
01/02/19	12/01-31/18	12/10/18 12/24/18	11/16-30/18 12/01-15/18	12/05/18 12/19/18 12/27/18	12/05/18 12/19/18	12/11/18 12/25/18	01/06/19 01/21/19 02/25/19	12/06/18 12/20/18 12/28/18

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02/01/19	01/01-31/19	01/10/19	12/16-31/18	01/07/19	01/07/19	01/11/19	02/04/19	01/08/19
		01/25/19	01/01-15/19	01/22/19	01/22/19	01/26/19	02/19/19	01/23/19
				01/29/19			03/26/19	01/30/19
03/01/19	02/01-28/19	02/08/19	01/16-31/19	02/05/19	02/05/19	02/09/19	03/04/19	02/06/19
		02/25/19	02/01/15/19	02/20/19	02/20/19	02/26/19	03/19/19	02/21/19
				02/26/19			04/25/19	02/27/19
04/01/19	03/01-31/19	03/08/19	02/16-28/19	03/05/19	03/05/19	03/09/19	04/04/19	03/06/19
		03/25/19	03/01-15/19	03/20/19	03/20/19	03/26/19	04/21/19	03/21/19
				03/27/19			05/28/19	03/28/19
05/01/19	04/01-30/19	04/10/19	03/16-31/19	04/05/19	04/05/19	04/11/19	05/06/19	04/08/19
		04/25/19	04/01-15/19	04/22/19	04/22/19	04/26/19	05/20/19	04/23/19
				04/26/19			06/25/19	04/29/19
06/03/19	05/01-31/19	05/10/19	04/16-31/19	05/07/19	05/07/19	05/11/19	06/04/19	05/08/19
		05/24/19	05/01-15/19	05/21/19	05/21/19	05/25/19	06/19/19	05/22/19
				05/29/19			07/28/19	05/30/19
07/01/19	06/01-30/19	06/10/19	05/16-31/19	06/05/19	06/05/19	06/11/19	07/04/19	06/06/19
		06/25/19	06/01-15/19	06/20/19	06/20/19	06/26/19	07/21/19	06/21/19
				06/26/19			08/27/19	06/27/19

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09/03/19	08/01-31/19	08/09/19 08/23/19	07/16-31/19 08/01-15/19	08/06/19 08/20/19 08/28/19	08/06/19 08/20/19	08/10/19 08/24/19	09/04/19 09/19/19 10/28/19	08/07/19 08/21/19 08/29/19
10/01/19	09/01-30/19	09/10/19 09/25/19	08/16-31/19 09/01-15/19	09/05/19 09/20/19 09/26/19	09/05/19 09/20/19	09/11/19 09/26/19	10/06/19 10/20/19 11/24/19	09/06/19 09/23/19 09/27/19
11/01/19	10/01-31/19	10/10/19 10/24/19	09/16-30/19 10/01-15/19	10/07/19 10/21/19 10/29/19	10/07/19 10/21/19	10/11/19 10/25/19	11/04/19 11/19/19 12/26/19	10/08/19 10/22/19 10/30/19
12/02/19	11/01-30/19	11/08/19 11/25/19	10/16-31/19 11/01-15/19	11/05/19 11/20/19 11/25/19	11/05/19 11/20/19	11/09/19 11/26/19	12/04/19 12/18/19 01/28/20	11/06/19 11/21/19 11/26/19
01/02/20	12/01-31/19	12/10/19 12/24/19	11/16-30/19 12/01-15/19	12/05/19 12/19/19 12/27/19	12/05/19 12/19/19	12/11/19 12/25/19	01/06/20 01/20/20 02/25/20	12/06/19 12/20/19 12/30/19