

**Reminder:** The auto termination process will terminate the appointment and all related access to systems, resources and benefits if the re-appointment/extension of appointment is not processed and completed in HCM before the end date of the appointment. For any other changes or updates, please follow the deadlines listed below

**New hires, appointment extensions & re-appointments must be received in HRS at least two weeks prior to effective date of change**

**Payroll Deadlines (eForm/PAF)** – The date eForms/PAFs must be received in HRS. eForms/PAFs received after this day will not be processed for the current pay cycle. Forms must be submitted to HRS by end of business day on deadline date for processing for that pay period.

**Employee Self Service (ESS) Time Entry & Approval Deadline** – Time worked (hourly employees) and exception time (salaried employees) should be entered daily. All time must be approved at least two days prior to pay confirm.

**Pay Confirm** – The date that the payroll is finalized for payday.

Pay Period	Payroll Deadlines eForms/PAFs	Pay Confirm	Pay Date
January 1- 15	January 10	January 21	January 25
January 16 - 31	January 25	February 5	February 8
February 1 - 15	February 7	February 19	February 25
February 16 - 28	February 21	March 5	March 8
March 1 - 15	March 11	March 20	March 25
March 16 - 31	March 21	April 1	April 10
April 1 - 15	April 8	April 17	April 25
April 16 - 30	April 26	May 7	May 10
May 1 - 15	May 9	May 21	May 24

<b>May 16 - 31</b>	May 24	June 5	<b>June 10</b>
<b>June 1 - 15</b>	June 7	June 18	<b>June 25</b>
<b>June 16 - 30</b>	June 25	July 5	<b>July 10</b>
<b>July 1-15</b>	July 10	July 18	<b>July 25</b>
<b>July 16 – 31</b>	July 25	August 6	<b>August 9</b>
<b>August 1 – 15</b>	August 9	August 19	<b>August 23</b>
<b>August 16- 31</b>	August 26	September 5	<b>September 10</b>
<b>September 1 – 15</b>	September 10	September 19	<b>September 25</b>
<b>September 16 – 30</b>	September 27	October 7	<b>October 10</b>
<b>October 1 – 15</b>	October 10	October 21	<b>October 25</b>
<b>October 16 – 31</b>	October 25	November 5	<b>November 8</b>
<b>November 1 – 15</b>	November 8	November 19	<b>November 25</b>
<b>November 16 – 30</b>	November 26	December 5	<b>December 10</b>
<b>December 1 – 15</b>	December 10	December 18	<b>December 24</b>
<b>December 16 – 31</b>	<b>December 19</b>	<b>January 7, 2020</b>	<b>January 10, 2020</b>