

2019 PAYROLL DEADLINES FOR PERSONNEL ACTIONS

Pay Period Name	Pay Period Begin Date	Pay Period End Date	Action Due Date for Final HR Approver ¹ :	Pay Check Date
N	12/14/18	12/27/18	11/30/18	01/04/19
O	12/28/18	01/10/19	12/28/18	01/18/19
P	01/11/19	01/24/19	01/11/19	02/01/19
Q	01/25/19	02/07/19	01/25/19	02/15/19
R	02/08/19	02/21/19	02/08/19	03/01/19
S	02/22/19	03/07/19	02/22/19	03/15/19
T	03/08/19	03/21/19	03/08/19 ²	03/29/19
U	03/22/19	04/04/19	03/22/19	04/12/19
V	04/05/19	04/18/19	04/05/19	04/26/19
W	04/19/19	05/02/19	04/19/19	05/10/19
X	05/03/19	05/16/19	05/03/19	05/24/19
Y	05/17/19	05/30/19	05/17/19	06/07/19
Z	05/31/19	06/13/19	05/31/19	06/21/19
A	06/14/19	06/27/19	06/14/19	07/05/19
B	06/28/19	07/11/19	06/28/19	07/19/19
C	07/12/19	07/25/19	07/12/19 ³	08/02/19
D	07/26/19	08/08/19	07/26/19	08/16/19
E	08/09/19	08/22/19	08/09/19	08/30/19
F	08/23/19	09/05/19	08/23/19	09/13/19
G	09/06/19	09/19/19	09/06/19	09/27/19
H	09/20/19	10/03/19	09/20/19	10/11/19
I	10/04/19	10/17/19	10/04/19	10/25/19
J	10/18/19	10/31/19	10/18/19	11/08/19
K	11/01/19	11/14/19	11/01/19 ⁴	11/22/19
L	11/15/19	11/28/19	11/15/19	12/06/19
M	11/29/19	12/12/19	11/29/19 ⁵	12/20/19

¹ One Time Pay Requests requiring Sponsored Research approval should be submitted to SRAS at least 2 days prior to the HR deadline.

² Deadline for Summer Graduate Assistant Appointments

³ Deadline for Fall Graduate Assistant Appointments

⁴ Deadline for Spring Graduate Assistant Appointments

⁵ Subject to change