

SEMI – MONTHLY PAYROLL

Pay Period	eForm/PAF Deadline	Time Entry Deadline 6:30 pm	Time Approval Deadline 6:30 pm	Pay Confirm Date	Pay Date
January 1-15	January 8	January 17	January 18	January 20	January 25
January 16-31	January 25	February 1	February 2	February 4	February 10
February 1-15	February 10	February 11	February 12	February 17	February 25
February 16-29	February 25	March 1	March 2	March 4	March 10
March 1-15	March 10	March 17	March 18	March 22	March 25
March 16-31	March 25	March 29	March 30	April 1	April 9
April 1-15	April 9	April 15	April 16	April 20	April 23
April 16-30	April 23	May 2	May 3	May 5	May 10
May 1-15	May 10	May 16	May 17	May 19	May 25
May 16-31	May 25	June 2	June 3	June 7	June 10
June 1-15	June 10	June 16	June 17	June 21	June 25
June 16-30	June 25	July 1	July 2	July 6	July 9
July 1-15	July 9	July 15	July 16	July 20	July 23
July 16-31	July 23	August 2	August 3	August 5	August 10
August 1-15	August 10	August 17	August 18	August 20	August 25
August 16-31	August 25	September 1	September 2	September 7	September 10
September 1-15	September 10	September 16	September 17	September 21	September 24
September 16-30	September 24	September 30	October 1	October 5	October 8
October 1-15	October 8	October 17	October 18	October 20	October 25
October 16-31	October 25	November 2	November 3	November 5	November 10
November 1-15	November 10	November 16	November 17	November 19	November 25
November 16-30	November 25	December 2	December 3	December 7	December 10
December 1-15	December 10	December 16	December 17	December 21	December 24
December 16-31	December 24	January 1	January 2	January 5	January 10

- **OFF-CYCLES WILL BE DONE WITHIN 2 DAYS OF THE PAY DATE**

MONTHLY PAYROLL

Pay Period	eForm/PAF Deadline	Time Entry Deadline	Time Approval Deadline	Pay Confirm Date	Pay Date
January 1-31	January 8	January 21	January 22	January 25	January 28
February 1-29	February 10	February 18	February 19	February 22	February 25
March 1-31	March 10	March 23	March 24	March 25	March 30
April 1-30	April 9	April 22	April 23	April 26	April 29
May 1-31	May 10	May 21	May 22	May 25	May 28
June 1-30	June 10	June 22	June 23	June 24	June 29
July 1-31	July 9	July 22	July 23	July 26	July 29
August 1-31	August 10	August 23	August 24	August 25	August 30
September 1-30	September 10	September 22	September 23	September 24	September 29
October 1-31	October 8	October 21	October 22	October 25	October 28
November 1-30	November 10	November 22	November 23	November 24	November 29
December 1-31	December 10	December 21	December 22	December 23	December 30

- **OFF-CYCLES WILL BE DONE WITHIN 2 DAYS OF THE PAY DATE**