

## Hourly & Adjunct Employee Payroll Schedule

Deadline to HR New Hires or New Assignments	Deadline to HR Existing Assignments updated by Campus	Hourly Paylines Open (Lockdown for manual checks for EE's with hourly position)	Employee Deadline to enter time	Manager Deadline to approve time	Payroll Transmittal	Paydate	Pay Period #
Thursday, November 29, 2018	Tuesday, December 18, 2018	Monday, December 17, 2018	Thursday, December 20, 2018	Wednesday, January 02, 2019	Monday, January 07, 2019	Thursday, January 10, 2019	1
Wednesday, January 02, 2019	Tuesday, January 22, 2019	Friday, January 25, 2019	Thursday, January 31, 2019	Friday, February 01, 2019	Tuesday, February 05, 2019	Friday, February 08, 2019	2
Tuesday, January 29, 2019	Tuesday, February 19, 2019	Friday, February 22, 2019	Thursday, February 28, 2019	Friday, March 01, 2019	Tuesday, March 05, 2019	Friday, March 08, 2019	3
Friday, March 01, 2019	Friday, March 22, 2019	Monday, March 25, 2019	Monday, April 01, 2019	Tuesday, April 02, 2019	Friday, April 05, 2019	Wednesday, April 10, 2019	4
Tuesday, April 02, 2019	Tuesday, April 23, 2019	Wednesday, April 24, 2019	Wednesday, May 01, 2019	Thursday, May 02, 2019	Tuesday, May 07, 2019	Friday, May 10, 2019	5
Tuesday, April 30, 2019	Wednesday, May 22, 2019	Monday, May 27, 2019	Friday, May 31, 2019	Monday, June 03, 2019	Wednesday, June 05, 2019	Monday, June 10, 2019	6
Friday, May 31, 2019	Friday, June 21, 2019	Monday, June 24, 2019	Monday, July 01, 2019	Tuesday, July 02, 2019	Friday, July 05, 2019	Wednesday, July 10, 2019	7
Tuesday, July 02, 2019	Tuesday, July 23, 2019	Wednesday, July 24, 2019	Wednesday, July 31, 2019	Thursday, August 01, 2019	Tuesday, August 06, 2019	Friday, August 09, 2019	8
Thursday, August 01, 2019	Thursday, August 22, 2019	Monday, August 26, 2019	Friday, August 30, 2019	Monday, September 02, 2019	Thursday, September 05, 2019	Tuesday, September 10, 2019	9
Friday, August 30, 2019	Monday, September 23, 2019	Monday, September 23, 2019	Tuesday, October 01, 2019	Wednesday, October 02, 2019	Monday, October 07, 2019	Thursday, October 10, 2019	10
Tuesday, October 01, 2019	Tuesday, October 22, 2019	Friday, October 25, 2019	Thursday, October 31, 2019	Friday, November 01, 2019	Tuesday, November 05, 2019	Friday, November 08, 2019	11
Thursday, October 31, 2019	Thursday, November 21, 2019	Monday, November 25, 2019	Friday, November 29, 2019	Monday, December 02, 2019	Thursday, December 05, 2019	Tuesday, December 10, 2019	12
Tuesday, November 26, 2019	Tuesday, December 17, 2019	Monday, December 16, 2019	Friday, December 20, 2019	Thursday, January 02, 2020	Tuesday, January 07, 2020	Friday, January 10, 2020	13