

February 2019

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	2/1 - 2/15	Tuesday, February 5, 2019	2/15/2019
Semi-Monthly Supplemental*	2/1 - 2/15	Thursday, February 14, 2019	2/22/2019
Monthly Supplemental*	1/1 - 1/31	Thursday, February 14, 2019	2/22/2019
Monthly Salaried	2/1 - 2/28	Friday, February 15, 2019	3/1/2019
Task Payments	2/1 - 2/28	Friday, February 15, 2019	3/1/2019
Stipend Payments	2/1 - 2/28	Friday, February 15, 2019	3/1/2019
Semi-Monthly Salaried	2/16 - 2/28	Friday, February 15, 2019	3/1/2019
Hourly (ePAR)	1/16 - 1/31	Tuesday, February 5, 2019	2/15/2019
Hourly (ePAR)	2/1 - 2/15	Friday, February 15, 2019	3/1/2019
Secondary Payroll*	2/1 - 2/28	Thursday, February 21, 2019	3/1/2019
Supplemental*	2/1 - 2/28	Friday, March 1, 2019	3/8/2019

NOTE: Excludes Hourly (ePAR), see Time and Labor Deadlines Below.

Hourly Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline	Pay Date
Regular Hourly	1/1 - 1/15	Friday, January 18, 2019	2/1/2019
Secondary Hourly*	1/1 - 1/15	Thursday, January 24, 2019	2/1/2019
Supplemental*	1/1 - 1/15	Friday, February 1, 2019	2/8/2019
Regular Hourly	1/16 - 1/31	Wednesday, February 6, 2019	2/15/2019
Supplemental*	1/16 - 1/31	Thursday, February 14, 2019	2/22/2019
Regular Hourly	2/1 - 2/15	Tuesday, February 19, 2019	3/1/2019
Secondary Hourly*	2/1 - 2/15	Thursday, February 21, 2019	3/1/2019
Supplemental*	2/1 - 2/15	Friday, March 1, 2019	3/8/2019

NOTE: Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.

Salaried Payroll Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline
Monthly & Semi Monthly	2/1 - 2/28	Tuesday, March 12, 2019
Monthly & Semi Monthly	3/1 - 3/31	Friday, April 12, 2019

Deadline is for all time to be entered for salaried employees.

**The Secondary and Supplemental pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*