

January 2019

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	1/1 - 1/15	Friday, January 4, 2019	1/15/2019
Semi-Monthly Supplemental*	1/1 - 1/15	Tuesday, January 15, 2019	1/22/2019
Monthly Supplemental*	12/1 - 12/31	Tuesday, January 15, 2019	1/22/2019
Monthly Salaried	1/1 - 1/31	Tuesday, January 15, 2019	2/1/2019
Task Payments	1/1 - 1/31	Tuesday, January 15, 2019	2/1/2019
Stipend Payments	1/1 - 1/31	Tuesday, January 15, 2019	2/1/2019
Semi-Monthly Salaried	1/16 - 1/31	Tuesday, January 15, 2019	2/1/2019
Hourly (ePAR)	12/16 - 12/31	Friday, January 4, 2019	1/15/2019
Hourly (ePAR)	1/1 - 1/15	Tuesday, January 15, 2019	2/1/2019
Secondary Payroll*	1/1 - 1/31	Thursday, January 24, 2019	2/1/2019
Supplemental*	1/1 - 1/31	Friday, February 01, 2019	2/8/2019

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	12/1 - 12/15	Tuesday, December 18, 2018	1/2/2019
Secondary Hourly*	12/1 - 12/15	Not Scheduled	N/A
Supplemental*	12/1 - 12/15	Not Scheduled	N/A
Regular Hourly	12/16 - 12/31	Friday, January 4, 2019	1/15/2019
Supplemental*	12/16 - 12/31	Tuesday, January 15, 2019	1/22/2019
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 01, 2019	2/8/2019

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	1/1 - 1/31	Tuesday, February 12, 2019
Monthly & Semi Monthly	2/1 - 2/28	Tuesday, March 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.***

Note: No Secondary Payroll to be paid 01/02/2019

Note: No Supplemental Payroll to be paid 01/09/2019