

## Monthly Pay Frequency - Associated Deadlines in 2018

Pay Period	Pay Dates	HR Workflow – Final Approval	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information	Timekeeper Entry and Self-service Approver	Gross Pay Registers Available on
		Deadline at 7:00 PM on	Deadlines at 7:00 PM on	Deadlines for MOR* and MPP* Paygroups at 10am on	
JANUARY	Wednesday 01-31-18	01-24-18	01-24-18	Thursday 01-25-18	01-26-18
FEBRUARY	Wednesday 02-28-18	02-21-18	02-21-18	Thursday 02-22-18	02-23-18
MARCH	Friday 03-30-18	03-21-18	03-21-18	Thursday 03-22-18	03-23-18
APRIL	Monday 04-30-18	04-18-18	04-18-18	Thursday 04-19-18	04-20-18
MAY	Thursday 05-31-18	05-23-18	05-23-18	Thursday 05-24-18	05-25-18
JUNE	Friday 06-29-18	06-25-18	06-25-18	Tuesday 06-26-18	06-27-18
JULY	Tuesday 07-31-18	07-25-18	07-25-18	Thursday 07-26-18	07-27-18
AUGUST	Friday 08-31-18	08-22-18	08-22-18	Thursday 08-23-18	08-24-18
SEPTEMBER	Friday 09-28-18	09-19-18	09-19-18	Thursday 09-20-18	09-21-18
OCTOBER	Wednesday 10-31-18	10-24-18	10-24-18	Thursday 10-25-18	10-30-18
NOVEMBER	Friday 11-30-18	11-26-18	11-26-18	Tuesday 11-27-18	11-28-18
DECEMBER	Friday 12-21-18	12-12-18 Early Deadline	12-12-18 Early Deadline	Thursday 12-13-18 Early Deadline	12-14-18 Early Availability
Data entry/approval available again when Gross Pay Register available.					

Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the 01-25-18 deadline above and processed with the January monthly payroll.