

Monthly Pay Frequency - Associated Deadlines in 2019

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	Thursday 01-31-19	01-23-19	01-23-19	Thursday 01-24-19	01-25-19
FEBRUARY	Thursday 02-28-19	02-20-19	02-20-19	Thursday 02-21-19	02-22-19
MARCH	Friday 03-29-19	03-20-19	03-20-19	Thursday 03-21-19	03-22-19
APRIL	Tuesday 04-30-19	04-24-19	04-24-19	Thursday 04-25-19	04-26-19
MAY	Friday 05-31-19	05-27-19	05-27-19	Tuesday 05-28-19	05-29-19
JUNE	Friday 06-28-19	06-24-19	06-24-19	Tuesday 06-25-19	06-26-19
JULY	Wednesday 07-31-19	07-24-19	07-24-19	Thursday 07-25-19	07-26-19
AUGUST	Friday 08-30-19	08-21-19	08-21-19	Thursday 08-22-19	08-23-19
SEPTEMBER	Monday 09-30-19	09-18-19	09-18-19	Thursday 09-19-19	09-20-19
OCTOBER	Thursday 10-31-19	10-27-19	10-27-19	Monday 10-28-19	10-29-19
NOVEMBER	Wednesday 11-27-19	11-20-19	11-20-19	Thursday 11-21-19	11-22-19
DECEMBER	Friday 12-20-19	12-11-19	12-11-19	Thursday 12-12-19	12-13-19
		Early Deadline	Early Deadline	Early Deadline	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 1-24-19 deadline above and processed with the January monthly payroll.