

Monthly Pay Frequency - Associated Deadlines in 2017

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	Tuesday 01-31-17	01-25-17	01-25-17	Thursday 01-26-17	01-27-17
FEBRUARY	Tuesday 02-28-17	02-22-17	02-22-17	Thursday 02-23-17	02-24-17
MARCH	Friday 03-31-17	03-22-17	03-22-17	Thursday 03-23-17	03-24-17
APRIL	Friday 04-28-17	04-19-17	04-19-17	Thursday 04-20-17	04-21-17
MAY	Wednesday 05-31-17	05-24-17	05-24-17	Thursday 05-25-17	05-26-17
JUNE	Friday 06-30-17	06-26-17	06-26-17	Tuesday 06-27-17	06-28-17
JULY	Monday 07-31-17	07-25-17	07-25-17	Wednesday 07-26-17	07-27-17
AUGUST	Thursday 08-31-17	08-23-17	08-23-17	Thursday 08-24-17	08-25-17
SEPTEMBER	Friday 09-29-17	09-20-17	09-20-17	Thursday 09-21-17	09-22-17
OCTOBER	Tuesday 10-31-17	10-25-17	10-25-17	Thursday 10-26-17	10-27-17
NOVEMBER	Thursday 11-30-17	11-26-17	11-26-17	Monday 11-27-17	11-28-17
DECEMBER	Friday 12-22-17	12-13-17 Early Deadline	12-13-17 Early Deadline	Thursday 12-14-17 Early Deadline	12-15-17 Early Availability
Data entry-approval available again when Gross Pay Register available.					

Variations for **MOR** and **MPP** employees' normal work schedules should be reported and approved in the month they occur. For example, leave usage that occurs in January is reported-by 01-25-17 and approved by 01-26-17 to be processed with the January monthly payroll.