

Reminder: The auto termination process will terminate the appointment and all related access to systems, resources and benefits if the re-appointment/extension of appointment is not processed and completed in HCM before the end date of the appointment. For any other changes or updates, please follow the deadlines listed below

New hires, appointment extensions & re-appointments must be received in HRS at least two weeks prior to effective date of change

Payroll Deadlines (eForm/PAF) – The date eForms/PAFs must be received in HRS. eForms/PAFs received after this day will not be processed for the current pay cycle. Forms must be submitted to HRS by end of business day on deadline date for processing for that pay period.

Employee Self Service (ESS) Time Entry & Approval Deadline – Time worked (hourly appointments) should be entered daily. All time must be approved at least two days prior to pay confirm.

Pay Confirm – The date that the payroll is finalized for payday.

Pay Period	Payroll Deadlines (eForms/PAFs)	Pay Confirm	Pay Date
January 1-31	14 January	25 January	30 January
February 1-28	11 February	22 February	27 February
March 1-31	12 March	25 March	28 March
April 1-30	10 April	24 April	29 April
May 1-31	13 May	27 May	30 May
June 1-30	12 June	24 June	27 June
July 1-31	12 July	25 July	30 July
August 1-31	13 August	26 August	29 August
September 1-30	11 September	24 September	27 September
October 1-31	11 October	25 October	30 October
November 1-30	12 November	25 November	28 November
December 1 - 31	10 December	20 December	30 December