

**HUMAN RESOURCES/PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE
January 2019 thru June 2019**

Pay Period	Leave Reports Due by 10:00am	Leave Approvals Due by 12:00pm	Paper ENPs EPAFs Ready to Apply by 5:00pm	Final Payroll in CORE	Regular Payday	Supp'l Payday
Dec Supp			*12/21/2018	1/4/2019		1/11/2019
Jan	1/16/2019	1/16/2019	1/16/2019	1/24/2019	1/31/2019	
Jan Supp			1/30/2019	2/5/2019		2/12/2019
Feb	2/18/2019	2/18/2019	2/18/2019	2/21/2019	2/28/2019	
Feb Supp			2/27/2019	3/5/2019		3/12/2019
Mar	3/18/2019	3/18/2019	3/18/2019	3/22/2019	3/29/2019	
Mar Supp			4/1/2019	4/5/2019		4/12/2019
Apr	4/16/2019	4/16/2019	4/16/2019	4/23/2019	4/30/2019	
Apr Supp			4/29/2019	5/3/2019		5/10/2019
May	5/16/2019	5/16/2019	5/16/2019	5/23/2019	5/31/2019	
May Supp			5/30/2019	6/5/2019		6/12/2019
Jun	6/17/2019	6/17/2019	6/17/2019	6/21/2019	6/28/2019	
Jun Supp			6/28/2019	7/5/2019		7/12/2019

*** THESE DATES ARE EXCEPTIONS TO THE NORMAL SCHEDULE**

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about payroll processing, please contact Gwen Budzene in Payroll Services at 744-7294.

The earliest effective date for Board forms is Monday after the Board meeting.
If Board forms do not meet Payroll schedules, they will be processed the following month.
If you have questions about Board processing, please call Academic Affairs 744-5627