

# November 2015

## Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	11/1 - 11/15	Wednesday, November 4, 15	11/16/2015
Secondary Payroll*	11/1 - 11/15	Tuesday, November 10, 15	11/16/2015
Monthly Salaried	11/1 - 11/30	Monday, November 16, 15	12/1/2015
Task Payments	11/1 - 11/30	Monday, November 16, 15	12/1/2015
Stipend Payments	11/1 - 11/30	Monday, November 16, 15	12/1/2015
Semi-Monthly Salaried	11/16 - 11/30	Monday, November 16, 15	12/1/2015
Hourly (ePAR)	10/16 - 10/31	Thursday, November 5, 15	11/16/2015
Hourly (ePAR)	11/1 - 11/15	Wednesday, November 18, 15	12/1/2015
Secondary Payroll*	11/1 - 11/30	Monday, November 23, 15	12/1/2015
Supplemental*	11/1 - 11/30	Tuesday, December 1, 15	12/7/2015

\*Excludes Hourly (ePAR), see Time and Labor Deadlines Below

## Hourly Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline	Pay Date
Regular Hourly	10/1 - 10/15	Monday, October 19, 15	11/2/2015
Secondary Hourly	10/1 - 10/15	Friday, October 23, 15	11/2/2015
Supplemental*	10/1 - 10/15	Monday, November 2, 15	11/6/2015
Regular Hourly	10/16 - 10/31	Thursday, November 5, 15	11/16/2015
Secondary Hourly	10/16 - 10/31	Tuesday, November 10, 15	11/16/2015
Regular Hourly	11/1 - 11/15	Wednesday, November 18, 15	12/1/2015
Secondary Hourly	11/1 - 11/15	Monday, November 23, 15	12/1/2015
Supplemental*	11/1 - 11/15	Tuesday, December 1, 15	12/7/2015

\*Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.

## Salaried Payroll Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline
Monthly & Semi Monthly	11/1 - 11/30	Friday, December 11, 15
Monthly & Semi Monthly	12/1 - 12/31	Tuesday, January 12, 16

Deadline is for all time to be entered for salaried employees.

*\*The Secondary and Supplemental pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*

