

October 2015

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	10/1 - 10/15	Monday, October 5, 15	10/15/2015
Secondary Payroll*	10/1 - 10/15	Friday, October 9, 15	10/15/2015
Monthly Salaried	10/1 - 10/31	Thursday, October 15, 15	11/2/2015
Task Payments	10/1 - 10/31	Thursday, October 15, 15	11/2/2015
Stipend Payments	10/1 - 10/31	Thursday, October 15, 15	11/2/2015
Semi-Monthly Salaried	10/16 - 10/31	Thursday, October 15, 15	11/2/2015
Hourly (ePAR)	9/16 - 9/30	Tuesday, October 6, 15	10/15/2015
Hourly (ePAR)	10/1 - 10/15	Thursday, October 15, 15	11/2/2015
Secondary Payroll*	10/1 - 10/31	Friday, October 23, 15	11/2/2015
Supplemental*	10/1 - 10/31	Monday, November 2, 15	11/6/2015

*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	9/1 - 9/15	Thursday, September 17, 15	10/1/2015
Secondary Hourly	9/1 - 9/15	Wednesday, September 23, 15	10/1/2015
Supplemental*	9/1 - 9/15	Thursday, October 1, 15	10/7/2015
Regular Hourly	9/16 - 9/30	Tuesday, October 6, 15	10/15/2015
Secondary Hourly	9/16 - 9/30	Friday, October 9, 15	10/15/2015
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

*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	10/1 - 10/31	Thursday, November 12, 15
Monthly & Semi Monthly	11/1 - 11/30	Friday, December 11, 15

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.*

