

February 2015 distributed payroll calendar

~ February 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3 12PM: Time Entry & Approval Deadline Interfaces due for 02/06/15 paydate	4 Weekly Payroll Processing	5	6 Weekly Pay Date	7
8	9	10 12PM: Time Entry & Approval Deadline Interfaces due for 02/13/15 paydate	11 Weekly Payroll Processing	12	13 Weekly Pay Date	14
15	16 HOLIDAY	17 12PM: Time Entry & Approval Deadline Interfaces due for 02/20/15 paydate 5PM: OM Form Deadline for Monthly Payroll Changes	18 Weekly Payroll Processing	19 5PM: PA Form Deadline for Monthly Payroll Changes	20 Weekly Pay Date	21
22	23	24 12PM: Time Entry & Approval Deadline Interfaces due for 02/27/15 weekly and monthly paydate. 5PM Stipend approval deadline	25 Weekly Payroll Processing	26	27 Weekly and Monthly Pay Date	28

NOTES:

- ▶ Weekly employee Personnel Action forms should be submitted by the Friday before the weekly payroll-processing day. This allows time for all approvals by central departments.