

September 2015 distributed payroll calendar

~ September 2015 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 12PM: Time Entry & Approval Deadline Interfaces due for 09/04/15 paydate	2 Weekly Payroll Processing	3	4 Weekly Pay Date	5
6	7 HOLIDAY	8 12PM: Time Entry & Approval Deadline Interfaces due for 09/11/15 paydate	9 Weekly Payroll Processing	10	11 Weekly Pay Date	12
13	14	15 12PM: Time Entry & Approval Deadline Interfaces due for 09/18/15 paydate	16 Weekly Payroll Processing 5PM: OM Form Deadline for Monthly Payroll Changes	17	18 Weekly Pay Date 5PM: PA Form Deadline for Monthly Payroll Changes	19
20	21	22 12PM: Time Entry & Approval Deadline Interfaces due for 09/25/15 weekly and 09/30/15 monthly paydate 5PM Stipend approval deadline	23 Weekly Payroll Processing	24	25 Weekly Pay Date	26
27	28	29 12PM: Time Entry & Approval Deadline Interfaces due for 10/02/15 paydate	30 Weekly Payroll Processing Monthly Pay Date	Notes:		

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.