

**Personnel Action Deadline and Payroll Calendar
Calendar Year 2019**

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt (Bi-weekly paid)

Non-Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Time & Absence Approval Deadline	Non-Exempt Pay Day	Benefit Deduction	Additional Information
July 2019 through December 2019						
06/25/19	06/16/19	06/29/19	6/28/19 by 9 am	07/05/19	1st	*Time approval for Friday & Saturday due by 9 am on 7/1/19
07/09/19	06/30/19	07/13/19	7/15/19 by 9 am	07/19/19	2nd	
07/23/19	07/14/19	07/27/19	7/29/19 by 9 am	08/02/19	1st	
08/06/19	07/28/19	08/10/19	8/12/19 by 9 am	08/16/19	2nd	
08/20/19	08/11/19	08/24/19	8/26/19 by 9 am	08/30/19	n/a	
09/03/19	08/25/19	09/07/19	9/9/19 by 9 am	09/13/19	1st	
09/17/19	09/08/19	09/21/19	9/23/19 by 9 am	09/27/19	2nd	
10/01/19	09/22/19	10/05/19	10/7/19 by 9 am	10/11/19	1st	
10/15/19	10/06/19	10/19/19	10/21/19 by 9 am	10/25/19	2nd	
10/29/19	10/20/19	11/02/19	11/4/19 by 9 am	11/08/19	1st	
11/12/19	11/03/19	11/16/19	11/18/19 by 9 am	11/22/19	2nd	
11/26/19	11/17/19	11/30/19	12/2/19 by 9 am	12/06/19	1st	
12/10/19	12/01/19	12/14/19	12/16/19 by 9 am	12/20/19	2nd	

All transactions are subject to the ePAR Deadlines - including funding changes.

*Two time approvals needed during this pay period due to holiday falling during payroll processing.

Exempt (Monthly paid)

Exempt ePAR Deadline	Beginning of Pay Period	End of Pay Period	Exempt Absences Deadline to Approve in Time & Absence	Exempt Pay Day	Additional Information
July 2019 through December 2019					
07/17/19	07/01/19	07/31/19	7/25/19 by 9 am	07/31/19	
08/15/19	08/01/19	08/31/19	8/22/19 by 9 am	08/30/19	
09/11/19	09/01/19	09/30/19	9/19/19 by 9 am	09/30/19	
10/18/19	10/01/19	10/31/19	10/25/19 by 9 am	10/31/19	
11/15/19	11/01/19	11/30/19	11/22/19 by 9 am	11/27/19	
12/12/19	12/01/19	12/31/19	12/19/19 by 9 am	12/31/19	

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