Paying employees timely and accurately is each Department's responsibility. Please submit pay-affecting documents BEFORE these deadlines to allow adequate processing time by all administrative units. Please confirm pay-affecting changes in DEPPS BEFORE these deadlines.

PAYROLL DOCUMENTS SCHEDULE – 2020-2021

<table>
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<tr>
<th>Documents due in:</th>
<th>AUG. 20</th>
<th>SEPTEMBER 2020</th>
<th>OCTOBER 2020</th>
<th>NOVEMBER 2020</th>
<th>DECEMBER 2020</th>
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Employee-initiated pay-affecting documents, Expenditure Transfer Requests and OVERTIME Time Reports due in:

- Payroll Services (Zip 1024)
- Medical Enrollment/Retirements Forms due in: Human Resource Services (Zip 1014)
- LWOP Time and Leave Reports due in: Human Resource Services (Zip 1014)

Last day for on-line input and review of pending appointments and I-9s in TEMPS no later than 3:00 p.m.

- Payroll Services (Zip 1024)
- Human Resource Services (Zip 1014)

Begin on-line input of Positive Pay in DEPT PAY

- Payroll Services

Complete on-line input of Positive Pay in DEPT PAY by NOON

***Run Payroll Calculation***

Begin review of Payroll Expenses on-line in DEPT PAY

Cut-off for pay-affecting errors on PEARs Is 9:00 a.m.

Cut-off for non-pay affecting errors on PEARs NO LATER THAN NOON

***PAY DAY***

* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m.

FRI, January 1 - 2020

UNIVERSITY HOLIDAYS: MONDAY - SEPTEMBER 7; WEDNESDAY - NOVEMBER 11; THURSDAY & FRIDAY - NOVEMBER 26 & 27; THURSDAY & FRIDAY - DECEMBER 24 & 25; FRIDAY, JANUARY 1

**WORKDAY December 2nd half 2020**

***Comp Time to be cashed out 12/11 or used by 12/15***