

2017 Semi-Monthly Payroll Deadlines

Pay Action Forms Deadline – The date paper forms are due in HR by **12:00 p.m.** for processing for that pay period.

eForms Deadline – The date that eForms are due in the HR approval worklist to be loaded into HCM PeopleSoft. eForms received after this day will not be processed for the current pay cycle.

Employee Self Service (ESS) Time Entry Deadline – The deadline for all time sheets to be keyed into online time entry through Time & Labour in HCM system for processing.

ESS Time Approval Deadline – the deadline for approving all unapproved time in Time and Labour

Pay Confirm – The date that the pay is finalized for that pay period. No time should be keyed on this date.

Pay Period	Pay Action Forms Deadline	eForms Deadline	ESS Time Entry Deadline	ESS Time Approval Deadline	Pay Confirm	Pay Day
January 1-15	January 10	January 13	January 16	January 18	January 19	January 25
January 16-31	January 25	January 30	February 1	February 6	February 7	February 10
February 1-15	February 9	February 13	February 13	February 14	February 15	February 24
February 16-29	February 24	February 27	March 1	March 6	March 7	March 10
March 1-15	March 9	March 13	March 16	March 19	March 20	March 24
March 16-31	March 23	March 27	March 31	April 3	April 4	April 10
April 1-15	April 6	April 10	April 16	April 18	April 19	April 25
April 16-30	April 25	April 28	May 1	May 4	May 5	May 10
May 1-15	May 8	May 11	May 16	May 17	May 18	May 25
May 16-31	May 25	May 29	June 1	June 5	June 6	June 9
June 1-15	June 9	June 13	June 16	June 19	June 20	June 23
June 16-30	June 23	June 28	July 1	July 4	July 5	July 10

2017 **Semi-Monthly Payroll Deadlines**

Pay Action Forms Deadline – The date paper forms are due in HR by 12:00 pm for processing for that pay period.

eForms Deadline – The date that eForms are due in the HR approval worklist to be loaded into HCM PeopleSoft. **eForms received after this day will not be processed for the current pay cycle.**

Employee Self Service Time Entry Deadline – The deadline for all time sheets to be keyed into online time entry through Time & Labour in HCM system for processing.

ESS Time Approval Deadline – the deadline for approving all unapproved time in Time and Labour

Pay Confirm – The date that the pay is finalized for that pay period. No time should be keyed on this date.

Pay Period	Pay Action Forms Deadline	eForms Deadline	ESS Time Entry Deadline	ESS Time Approval Deadline	Pay Confirm	Pay Day
July 1-15	July 10	July 12	July 16	July 17	July 18	July 25
July 16-31	July 25	July 27	August 1	August 3	August 4	August 10
August 1-15	August 10	August 14	August 16	August 20	August 21	August 25
August 16-31	August 24	August 29	September 1	September 4	September 5	September 8
September 1-15	September 7	September 12	September 16	September 18	September 19	September 25
September 16-30	September 22	September 26	October 1	October 3	October 4	October 10
October 1-15	October 6	October 12	October 16	October 18	October 19	October 25
October 16-31	October 25	October 27	November 1	November 6	November 7	November 10
November 1-15	November 8	November 10	November 16	November 18	November 20	November 24
November 16-30	November 24	November 28	December 1	December 4	December 5	December 8
December 1-15	December 7	December 11	December 11	December 13	December 14	December 22
December 16-31	December 19	December 21	Jan 2, 2018	Jan 4, 2018	Jan 5, 2018	Jan 10, 2018