

**THE CITY UNIVERSITY OF NEW YORK  
OHRM UNIVERSITY PAYROLL  
DEPARTMENT, HUMAN RESOURCES and PAYROLL CUTOFF SCHEDULE for ALL PAYROLL DOCUMENTS  
SENIOR COLLEGES  
2019**

<b>Check Date</b> January 3rd, 2019 <b>Pay Period #</b> 19L / 20C		<b>EARLY CLOSE</b>					
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	12/06/18	12/19/18		na	12/10/2018	12/12/2018
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/20/18	01/02/19	11/25/2018	12/8/2018	12/10/2018	12/12/2018
PAFs: 220 Skilled Trades	Exception Hourly	12/20/18	01/02/19	11/25/2018	12/8/2018	12/10/2018	12/12/2018
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/25/18	12/08/18	11/25/2018	12/8/2018	12/10/2018	12/12/2018
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/25/18	12/08/18	11/25/2018	12/8/2018	12/10/2018	Direct online entry into PayServ 12/18/18
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/25/18	12/08/18	11/25/2018	12/8/2018	12/10/2018	12/18/18 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/19/18

<b>Check Date</b> January 17th, 2019 <b>Pay Period #</b> 20L / 21C		<b>EARLY CLOSE</b>					
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	12/20/2018	1/2/2019		na	12/24/2018	12/20/2018
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/3/2019	1/16/2019	12/9/2018	12/22/2018	12/24/2018	12/20/2018
PAFs: 220 Skilled Trades	Exception Hourly	1/3/2019	1/16/2019	12/9/2018	12/22/2018	12/24/2018	12/20/2018
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/9/2018	12/22/2018	12/9/2018	12/22/2018	12/24/2018	12/20/2018
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/9/2018	12/22/2018	12/9/2018	12/22/2018	12/24/2018	Direct online entry into PayServ 01/02/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/9/2018	12/22/2018	12/9/2018	12/22/2018	12/24/2018	01/02/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						01/02/19

<b>Check Date</b> January 31st, 2019 <b>Pay Period #</b> 21L / 22C		<b>EARLY CLOSE</b>					
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	1/3/2019	1/16/2019		na	1/7/2019	1/9/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/17/2019	1/30/2019	12/23/2018	1/5/2019	1/7/2019	1/9/2019
PAFs: 220 Skilled Trades	Exception Hourly	1/17/2019	1/30/2019	12/23/2018	1/5/2019	1/7/2019	1/9/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/23/2018	1/5/2019	12/23/2018	1/5/2019	1/7/2019	1/9/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/23/2018	1/5/2019	12/23/2018	1/5/2019	1/7/2019	Direct online entry into PayServ 01/15/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/23/2018	1/5/2019	12/23/2018	1/5/2019	1/7/2019	01/15/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						01/15/19

<b>Check Date</b> February 14, 2019 <b>Pay Period #</b> 22L / 23C		<b>EARLY CLOSE</b>					
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	1/17/2019	1/30/2019		na	1/21/2019	1/24/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/31/2019	2/13/2019	1/6/2019	1/19/2019	1/21/2019	1/24/2019
PAFs: 220 Skilled Trades	Exception Hourly	1/31/2019	2/13/2019	1/6/2019	1/19/2019	1/21/2019	1/24/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/6/2019	1/19/2019	1/6/2019	1/19/2019	1/21/2019	1/24/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/6/2019	1/19/2019	1/6/2019	1/19/2019	1/21/2019	Direct online entry into PayServ 01/30/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/6/2019	1/19/2019	1/6/2019	1/19/2019	1/21/2019	01/30/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						01/30/19

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SENIOR COLLEGES  
2019**

<b>Check Date</b> February 28, 2019 <b>Pay Period #</b> 23L / 24C		<b>EARLY CLOSE</b>					
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	1/31/2019	2/13/2019		na	2/4/2019	2/6/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/14/2019	2/27/2019	1/20/2019	2/2/2019	2/4/2019	2/6/2019
PAFs: 220 Skilled Trades	Exception Hourly	2/14/2019	2/27/2019	1/20/2019	2/2/2019	2/4/2019	2/6/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/20/2019	2/2/2019	1/20/2019	2/2/2019	2/4/2019	2/6/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	1/20/2019	2/2/2019	1/20/2019	2/2/2019	2/4/2019	Direct online entry into PayServ 02/11/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	1/20/2019	2/2/2019	1/20/2019	2/2/2019	2/4/2019	02/11/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						02/11/19

<b>Check Date</b> March 14, 2019 <b>Pay Period #</b> 24L / 25C							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	2/14/2019	2/27/2019		na	2/18/2019	2/21/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	2/28/2019	3/13/2019	2/3/2019	2/16/2019	2/18/2019	2/21/2019
PAFs: 220 Skilled Trades	Exception Hourly	2/28/2019	3/13/2019	2/3/2019	2/16/2019	2/18/2019	2/21/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/3/2019	2/16/2019	2/3/2019	2/16/2019	2/18/2019	2/21/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/3/2019	2/16/2019	2/3/2019	2/16/2019	2/18/2019	Direct online entry into PayServ 02/27/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/3/2019	2/16/2019	2/3/2019	2/16/2019	2/18/2019	02/27/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						02/27/19

<b>Check Date</b> March 28, 2019 <b>Pay Period #</b> 25L / 26C							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	2/28/2019	3/13/2019		na	3/4/2019	3/7/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/14/2019	3/27/2019	2/17/2019	3/2/2019	3/4/2019	3/7/2019
PAFs: 220 Skilled Trades	Exception Hourly	3/14/2019	3/27/2019	2/17/2019	3/2/2019	3/4/2019	3/7/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/17/2019	3/2/2019	2/17/2019	3/2/2019	3/4/2019	3/7/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	2/17/2019	3/2/2019	2/17/2019	3/2/2019	3/4/2019	Direct online entry into PayServ 03/13/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	2/17/2019	3/2/2019	2/17/2019	3/2/2019	3/4/2019	03/13/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						03/13/19

<b>Check Date</b> April 11, 2019 <b>Pay Period #</b> 26L / 1C							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	3/14/2019	3/27/2019		na	3/18/2019	3/21/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	3/28/2019	4/10/2019	3/3/2019	3/16/2019	3/18/2019	3/21/2019
PAFs: 220 Skilled Trades	Exception Hourly	3/28/2019	4/10/2019	3/3/2019	3/16/2019	3/18/2019	3/21/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/3/2019	3/16/2019	3/3/2019	3/16/2019	3/18/2019	3/21/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/3/2019	3/16/2019	3/3/2019	3/16/2019	3/18/2019	Direct online entry into PayServ 03/27/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/3/2019	3/16/2019	3/3/2019	3/16/2019	3/18/2019	03/27/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						03/27/19

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2019**

Check Date <b>April 25, 2019</b> Pay Period # <b>1L / 2C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	3/28/2019	4/10/2019		na	3/29/2019	4/3/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/11/2019	4/24/2019	3/17/2019	3/30/2019	3/29/2019	4/3/2019
PAFs: 220 Skilled Trades	Exception Hourly	4/11/2019	4/24/2019	3/17/2019	3/30/2019	3/29/2019	4/3/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/17/2019	3/30/2019	3/17/2019	3/30/2019	3/29/2019	4/3/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/17/2019	3/30/2019	3/17/2019	3/30/2019	3/29/2019	Direct online entry into PayServ 04/9/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/17/2019	3/30/2019	3/17/2019	3/30/2019	3/29/2019	04/9/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						04/09/19

Check Date <b>May 9, 2019</b> Pay Period # <b>2L / 3C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Summer Session</b>	<b>Contract Pay</b>				na	<b>5/7/2019</b>	<b>05/16/19</b>
PAFs: ECP	Full Time Lag	4/11/2019	4/24/2019		na	4/15/2019	4/18/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	4/25/2019	5/8/2019	3/31/2019	4/13/2019	4/15/2019	4/18/2019
PAFs: 220 Skilled Trades	Exception Hourly	4/25/2019	5/8/2019	3/31/2019	4/13/2019	4/15/2019	4/18/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/31/2019	4/13/2019	3/31/2019	4/13/2019	4/15/2019	4/18/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	3/31/2019	4/13/2019	3/31/2019	4/13/2019	4/15/2019	Direct online entry into PayServ 04/24/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	3/31/2019	4/13/2019	3/31/2019	4/13/2019	4/15/2019	04/24/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						04/24/19

Check Date <b>May 23, 2019</b> Pay Period # <b>3L / 4C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Summer Session</b>	<b>Contract Pay</b>				na	<b>5/7/2019</b>	<b>05/16/19</b>
PAFs: ECP	Full Time Lag	4/25/2019	5/8/2019		na	4/29/2019	5/1/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/9/2019	5/22/2019	4/14/2019	4/27/2019	4/29/2019	5/1/2019
PAFs: 220 Skilled Trades	Exception Hourly	5/9/2019	5/22/2019	4/14/2019	4/27/2019	4/29/2019	5/1/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/14/2019	4/27/2019	4/14/2019	4/27/2019	4/29/2019	5/1/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/14/2019	4/27/2019	4/14/2019	4/27/2019	4/29/2019	Direct online entry into PayServ 05/07/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/14/2019	4/27/2019	4/14/2019	4/27/2019	4/29/2019	05/07/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						05/08/19

Check Date <b>June 06, 2019</b> Pay Period # <b>4L / 5C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	5/9/2019	5/22/2019		na	5/12/2019	5/15/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	5/23/2019	6/5/2019	4/28/2019	5/11/2019	5/12/2019	5/15/2019
PAFs: 220 Skilled Trades	Exception Hourly	5/23/2019	6/5/2019	4/28/2019	5/11/2019	5/12/2019	5/15/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/28/2019	5/11/2019	4/28/2019	5/11/2019	5/12/2019	5/15/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	4/28/2019	5/11/2019	4/28/2019	5/11/2019	5/12/2019	Direct online entry into PayServ 05/21/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	4/28/2019	5/11/2019	4/28/2019	5/11/2019	5/12/2019	005/21/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						5/15/2019

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2019**

<b>Check Date</b> June 20, 2019 <b>Pay Period #</b> 5L / 6C							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	5/23/2019	6/5/2019		na	5/28/2019	5/30/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/6/2019	6/19/2019	5/12/2019	5/25/2019	5/28/2019	5/30/2019
PAFs: 220 Skilled Trades	Exception Hourly	6/6/2019	6/19/2019	5/12/2019	5/25/2019	5/28/2019	5/30/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/12/2019	5/25/2019	5/12/2019	5/25/2019	5/28/2019	5/30/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/12/2019	5/25/2019	5/12/2019	5/25/2019	5/28/2019	Direct online entry into PayServ 06/05/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/12/2019	5/25/2019	5/12/2019	5/25/2019	5/28/2019	06/05/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/5/2019

<b>Check Date</b> July 3, 2019 <b>Pay Period #</b> 6L / 7C							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	6/6/2019	6/19/2019		na	6/10/2019	6/13/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	6/20/2019	7/3/2019	5/26/2019	6/8/2019	6/10/2019	6/13/2019
PAFs: 220 Skilled Trades	Exception Hourly	6/20/2019	7/3/2019	5/26/2019	6/8/2019	6/10/2019	6/13/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/26/2019	6/8/2019	5/26/2019	6/8/2019	6/10/2019	6/13/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	5/26/2019	6/8/2019	5/26/2019	6/8/2019	6/10/2019	Direct online entry into PayServ 06/19/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	5/26/2019	6/8/2019	5/26/2019	6/8/2019	6/10/2019	06/19/2019 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/19/2019

<b>Check Date</b> July 18, 2019 <b>Pay Period #</b> 7L / 8C		<b>EARLY CLOSE</b>					
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
PAFs: ECP	Full Time Lag	6/20/2019	7/3/2019		na	6/23/2019	6/26/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/4/2019	7/17/2019	6/9/2019	6/22/2019	6/23/2019	6/26/2019
PAFs: 220 Skilled Trades	Exception Hourly	7/4/2019	7/17/2019	6/9/2019	6/22/2019	6/23/2019	6/26/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/9/2019	6/22/2019	6/9/2019	6/22/2019	6/23/2019	6/26/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/9/2019	6/22/2019	6/9/2019	6/22/2019	6/23/2019	Direct online entry into PayServ 07/02/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/9/2019	6/22/2019	6/9/2019	6/22/2019	6/23/2019	07/02/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						6/26/2019

<b>Check Date</b> August 1, 2019 <b>Pay Period #</b> 8L / 9C							
<b>Employee Category</b>	<b>PR Group</b>	<b>Service Period Start Date</b>	<b>Service Period End Date</b>	<b>OT, Shift, &amp; Holiday Pay</b>		<b>Dept to HR Deadline</b>	<b>HR to Payroll Deadline</b>
				<b>Start Date</b>	<b>End Date</b>		
<b>Teaching Adjuncts</b> <b>Fall Semester</b>	<b>Contract Pay</b>		<b>Fall Semester</b>		na	<b>07/16/19</b>	<b>07/25/19</b>
PAFs: ECP	Full Time Lag	7/4/2019	7/17/2019		na	7/8/2019	7/11/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	7/18/2019	7/31/2019	6/23/2019	7/6/2019	7/8/2019	7/11/2019
PAFs: 220 Skilled Trades	Exception Hourly	7/18/2019	7/31/2019	6/23/2019	7/6/2019	7/8/2019	7/11/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/23/2019	7/6/2019	6/23/2019	7/6/2019	7/8/2019	7/11/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	6/23/2019	7/6/2019	6/23/2019	7/6/2019	7/8/2019	Direct online entry into PayServ 07/17/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	6/23/2019	7/6/2019	6/23/2019	7/6/2019	7/8/2019	07/17/19 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/17/2019

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<b>Check Date August 15, 2019 Pay Period # 9L / 10C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
<b>Teaching Adjuncts Fall Semester</b>	<b>Contract Pay</b>		<b>Fall Semester</b>		<b>na</b>	<b>07/16/19</b>	<b>07/25/19</b>
PAFs: ECP	Full Time Lag	7/18/2019	7/31/2019		na	7/22/2019	7/25/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/1/2019	8/14/2019	7/7/2019	7/20/2019	7/22/2019	7/25/2019
PAFs: 220 Skilled Trades	Exception Hourly	8/1/2019	8/14/2019	7/7/2019	7/20/2019	7/22/2019	7/25/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/7/2019	7/20/2019	7/7/2019	7/20/2019	7/22/2019	7/25/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/7/2019	7/20/2019	7/7/2019	7/20/2019	7/22/2019	Direct online entry into PayServ 07/31/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/7/2019	7/20/2019	7/7/2019	7/20/2019	7/22/2019	07/31/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						7/31/2019

<b>Check Date August 29, 2019 Pay Period # 10L / 11C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/1/2019	8/14/2019		na	8/5/2019	8/8/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/15/2019	8/28/2019	7/21/2019	8/3/2019	8/5/2019	8/8/2019
PAFs: 220 Skilled Trades	Exception Hourly	8/15/2019	8/28/2019	7/21/2019	8/3/2019	8/5/2019	8/8/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/21/2019	8/3/2019	7/21/2019	8/3/2019	8/5/2019	8/8/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	7/21/2019	8/3/2019	7/21/2019	8/3/2019	8/5/2019	Direct online entry into PayServ 08/14/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	7/21/2019	8/3/2019	7/21/2019	8/3/2019	8/5/2019	08/14/19 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/14/2019

<b>Check Date September 12, 2019 Pay Period # 11L / 12C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/15/2019	8/28/2019		na	8/18/2019	8/21/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	8/29/2019	9/11/2019	8/4/2019	8/17/2019	8/18/2019	8/21/2019
PAFs: 220 Skilled Trades	Exception Hourly	8/29/2019	9/11/2019	8/4/2019	8/17/2019	8/18/2019	8/21/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/4/2019	8/17/2019	8/4/2019	8/17/2019	8/18/2019	8/21/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/4/2019	8/17/2019	8/4/2019	8/17/2019	8/18/2019	Direct online entry into PayServ 08/27/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/4/2019	8/17/2019	8/4/2019	8/17/2019	8/18/2019	08/27/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						8/21/2019

<b>Check Date September 26, 2019 Pay Period # 12L / 13C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	8/29/2019	9/11/2019		na	9/2/2019	9/5/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/12/2019	9/25/2019	8/18/2019	8/31/2019	9/2/2019	9/5/2019
PAFs: 220 Skilled Trades	Exception Hourly	9/12/2019	9/25/2019	8/18/2019	8/31/2019	9/2/2019	9/5/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/18/2019	8/31/2019	8/18/2019	8/31/2019	9/2/2019	9/5/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	8/18/2019	8/31/2019	8/18/2019	8/31/2019	9/2/2019	Direct online entry into PayServ 09/11/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	8/18/2019	8/31/2019	8/18/2019	8/31/2019	9/2/2019	09/11/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						9/11/2019

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<b>Check Date October 10, 2019 Pay Period # 13L / 14C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	9/12/2019	9/25/2019		na	9/16/2019	9/19/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	9/26/2019	10/9/2019	9/1/2019	9/14/2019	9/16/2019	9/19/2019
PAFs: 220 Skilled Trades	Exception Hourly	9/26/2019	10/9/2019	9/1/2019	9/14/2019	9/16/2019	9/19/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/1/2019	9/14/2019	9/1/2019	9/14/2019	9/16/2019	9/19/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/1/2019	9/14/2019	9/1/2019	9/14/2019	9/16/2019	Direct online entry into PayServ 09/25/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/1/2019	9/14/2019	9/1/2019	9/14/2019	9/16/2019	09/25/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						9/25/2019

<b>Check Date October 24, 2019 Pay Period # 14L / 15C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	9/26/2019	10/9/2019		na	9/30/2019	10/2/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/10/2019	10/23/2019	9/15/2019	9/28/2019	9/30/2019	10/2/2019
PAFs: 220 Skilled Trades	Exception Hourly	10/10/2019	10/23/2019	9/15/2019	9/28/2019	9/30/2019	10/2/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/15/2019	9/28/2019	9/15/2019	9/28/2019	9/30/2019	10/2/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/15/2019	9/28/2019	9/15/2019	9/28/2019	9/30/2019	Direct online entry into PayServ 10/08/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/15/2019	9/28/2019	9/15/2019	9/28/2019	9/30/2019	10/09/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/2/2019

<b>Check Date November 07, 2019 Pay Period # 15L / 16C</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	10/10/2019	10/23/2019		na	10/14/2019	10/17/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	10/24/2019	11/6/2019	9/29/2019	10/12/2019	10/14/2019	10/17/2019
PAFs: 220 Skilled Trades	Exception Hourly	10/24/2019	11/6/2019	9/29/2019	10/12/2019	10/14/2019	10/17/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/29/2019	10/12/2019	9/29/2019	10/12/2019	10/14/2019	10/17/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	9/29/2019	10/12/2019	9/29/2019	10/12/2019	10/14/2019	Direct online entry into PayServ 10/23/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	9/29/2019	10/12/2019	9/29/2019	10/12/2019	10/14/2019	10/23/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/23/2019

<b>Check Date November 21, 2019 Pay Period # 16L / 17C</b>							
<b>EARLY CLOSE</b>							
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	10/24/2019	11/6/2019		na	10/27/2019	10/30/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/7/2019	11/20/2019	10/13/2019	10/26/2019	10/27/2019	10/30/2019
PAFs: 220 Skilled Trades	Exception Hourly	11/7/2019	11/20/2019	10/13/2019	10/26/2019	10/27/2019	10/30/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/13/2019	10/26/2019	10/13/2019	10/26/2019	10/27/2019	10/30/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/13/2019	10/26/2019	10/13/2019	10/26/2019	10/27/2019	Direct online entry into PayServ 11/05/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/13/2019	10/26/2019	10/13/2019	10/26/2019	10/27/2019	11/05/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						10/30/2019

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Check Date <b>December 05, 2019</b> Pay Period # <b>17L / 18C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	11/7/2019	11/20/2019		na	11/10/2019	11/13/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	11/21/2019	12/4/2019	10/27/2019	11/9/2019	11/10/2019	11/13/2019
PAFs: 220 Skilled Trades	Exception Hourly	11/21/2019	12/4/2019	10/27/2019	11/9/2019	11/10/2019	11/13/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/27/2019	11/9/2019	10/27/2019	11/9/2019	11/10/2019	11/13/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	10/27/2019	11/9/2019	10/27/2019	11/9/2019	11/10/2019	Direct online entry into PayServ 11/19/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	10/27/2019	11/9/2019	10/27/2019	11/9/2019	11/10/2019	11/19/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/13/2019

Check Date <b>December 19, 2019</b> Pay Period # <b>18L / 19C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	11/21/2019	12/4/2019		na	11/25/2019	11/27/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/5/2019	12/18/2019	11/10/2019	11/23/2019	11/25/2019	11/27/2019
PAFs: 220 Skilled Trades	Exception Hourly	12/5/2019	12/18/2019	11/10/2019	11/23/2019	11/25/2019	11/27/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/10/2019	11/23/2019	11/10/2019	11/23/2019	11/25/2019	11/27/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/10/2019	11/23/2019	11/10/2019	11/23/2019	11/25/2019	Direct online entry into PayServ 12/04/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/10/2019	11/23/2019	11/10/2019	11/23/2019	11/25/2019	12/04/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						11/27/2019

Check Date <b>January 02, 2020</b> Pay Period # <b>19L / 20C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	12/5/2019	12/18/2019		na	12/9/2019	12/11/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	12/19/2019	1/1/2020	11/24/2019	12/7/2019	12/9/2019	12/11/2019
PAFs: 220 Skilled Trades	Exception Hourly	12/19/2019	1/1/2020	11/24/2019	12/7/2019	12/9/2019	12/11/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/24/2019	12/7/2019	11/24/2019	12/7/2019	12/9/2019	12/11/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	11/24/2019	12/7/2019	11/24/2019	12/7/2019	12/9/2019	Direct online entry into PayServ 12/17/2019
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	11/24/2019	12/7/2019	11/24/2019	12/7/2019	12/9/2019	12/17/2019 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/11/2019

Check Date <b>January 16, 2020</b> Pay Period # <b>20L / 21C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	12/18/2019	1/1/2020		na	12/20/2019	12/23/2019
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/2/2020	1/15/2020	12/8/2019	12/21/2019	12/20/2019	12/23/2019
PAFs: 220 Skilled Trades	Exception Hourly	1/2/2020	1/15/2020	12/8/2019	12/21/2019	12/20/2019	12/23/2019
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/8/2019	12/21/2019	12/8/2019	12/21/2019	12/20/2019	12/23/2019
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/8/2019	12/21/2019	12/8/2019	12/21/2019	12/20/2019	Direct online entry into PayServ 12/30/19
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/8/2019	12/21/2019	12/8/2019	12/21/2019	12/20/2019	12/30/19 Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						12/23/2019

Check Date <b>January 30, 2020</b> Pay Period # <b>21L / 22C</b>		EARLY CLOSE					
Employee Category	PR Group	Service Period Start Date	Service Period End Date	OT, Shift, & Holiday Pay		Dept to HR Deadline	HR to Payroll Deadline
				Start Date	End Date		
PAFs: ECP	Full Time Lag	1/1/2020	1/15/2020		na	1/6/2020	1/8/2020
PAFs: Faculty and Staff, Instructional, Non-Instructional, Classified, Blue & White Collar	Full Time Current	1/16/2020	1/29/2020	12/22/2019	1/4/2020	1/6/2020	1/8/2020
PAFs: 220 Skilled Trades	Exception Hourly	1/16/2020	1/29/2020	12/22/2019	1/4/2020	1/6/2020	1/8/2020
Timesheets: Payroll SOS manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/22/2019	1/4/2020	12/22/2019	1/4/2020	1/6/2020	1/8/2020
Timesheets: Campus manual entry into PayServ: Hourly Paid Employees	Hourly Paid	12/22/2019	1/4/2020	12/22/2019	1/4/2020	1/6/2020	Direct online entry into PayServ 01/14/2020
NPAY502 - eFile Payments to hourly employees based on timesheets	Hourly Paid	12/22/2019	1/4/2020	12/22/2019	1/4/2020	1/6/2020	01/14/2020 - Noon
Data Changes: Address, Direct Deposit, Taxes, General Deductions, etc.	All						1/14/2020