

TO: Payroll/Personnel Administrators

FROM: OMB Payroll Office

RE: 2008 Due Dates for All HRMS/Payroll Forms and Inputting

DATE: November 19, 2007

All payroll information must be keyed into the PeopleSoft system by the dates listed below. Business units will have the deadline of 5:00 PM for the Advanced pay date to get everything entered. No supplemental payroll data will be accepted after 12:00 noon of the supplemental pay date below. (**Note:** The supplemental pay date is the 10th of the month. If the 10th falls on a Saturday, Sunday, or Holiday, the pay date is the preceding Friday.)

MONTH	HOURS	ADVANCED	SUPPLEMENTAL	
January	184	01/25/08	02/05/08	NOON
February	168	02/25/08	03/05/08	NOON
March	168	03/25/08	04/04/08	NOON
April	176	04/24/08	05/05/08	NOON
May	176	05/23/08	06/04/08	NOON
June	168	06/24/08	07/03/08	NOON
July	184	07/25/08	08/05/08	NOON
August	168	08/25/08	09/04/08	NOON
September	176	09/24/08	10/06/08	NOON
October	184	10/27/08	11/05/08	NOON
November	160	11/21/08	12/04/08	NOON
December	184	12/23/08	01/06/09	NOON