

TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2016** Due Dates for All HRMS/Payroll Forms and Inputting

All payroll information must be inputted into the PeopleSoft payroll system by the dates listed below. For advance payroll all State Time Entry (STE) must be loaded to payline by 5:00 p.m. the day before payroll deadline. For supplemental payroll all STE must be loaded by 10:00 a.m. the day of payroll deadline. Business units will have a payroll deadline of 12:00 p.m. (Noon) for advanced and supplemental payroll. No changes will be allowed once the payroll system is locked.

<u>MONTH</u>	<u>HOURS</u>	<u>ADVANCED</u> <u>LOAD STE</u> <u>(5:00 PM)</u>	<u>ADVANCED</u> <u>LOCK</u> <u>(Noon)</u>	<u>SUPPLEMENTAL</u> <u>LOAD STE</u> <u>(10:00 AM)</u>	<u>SUPPLEMENTAL</u> <u>LOCK</u> <u>(Noon)</u>
January	168	01/25/16	01/26/16	02/05/16	02/05/16
February	168	02/23/16	02/24/16	03/04/16	03/04/16
March	184	03/24/16	03/28/16	04/05/16	04/05/16
April	168	04/25/16	04/26/16	05/05/16	05/05/16
May	176	05/24/16	05/25/16	06/06/16	06/06/16
June	176	06/24/16	06/27/16	07/05/16	07/05/16
July	168	07/25/16	07/26/16	08/04/16	08/04/16
August	184	08/25/16	08/26/16	09/06/16	09/06/16
September	176	09/26/16	09/27/16	10/05/16	10/05/16
October	168	10/25/16	10/26/16	11/04/16	11/04/16
November	176	11/22/16	11/23/16	12/05/16	12/05/16
December	176	12/23/16	12/27/16	01/05/17	01/05/17

(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 working day.)

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