

TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2018** 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. Business units will have a payroll deadline of 12:00 p.m. (Noon). No changes will be allowed once the payroll system is locked.

<u>MONTH</u>	<u>HOURS</u>	<u>ADVANCED</u> <u>LOCK</u> <u>(Noon)</u>	<u>SUPPLEMENTAL</u> <u>LOCK</u> <u>(Noon)</u>
January	184	01/26/18	02/05/18
February	160	02/23/18	03/05/18
March	176	03/26/18	04/04/18
April	168	04/25/18	05/04/18
May	184	05/25/18	06/05/18
June	168	06/26/18	07/05/18
July	176	07/26/18	08/03/18
August	184	08/28/18	09/05/18
September	160	09/25/18	10/04/18
October	184	10/26/18	11/05/18
November	176	11/27/18	12/05/18
December	168	12/21/18 5:00 PM	01/04/19

Time & Labor Deadlines: All PeopleSoft Time and Labor timesheets should be submitted by 9:00 a.m. on the first working day of each month. Timesheets must be approved by 11:00 p.m. on the first working day of each month to be processed on the current month supplemental payroll.

(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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