

TO: Payroll/Personnel Administrators

FROM: OMB State Payroll Office

RE: **2019** 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 LOCK (Noon)</u>	<u>SUPPLEMENTAL LOCK (Noon)</u>
January	184	01/28/19	02/05/19
February	160	02/25/19	03/05/19
March	168	03/26/19	04/03/19
April	176	04/25/19	05/03/19
May	184	05/28/19	06/05/19
June	160	06/25/19	07/03/19
July	184	07/26/19	08/05/19
August	176	08/27/19	09/05/19
September	168	09/25/19	10/04/19
October	184	10/28/19	11/05/19
November	168	11/25/19	12/04/19
December	176	12/24/19	01/06/20

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.)