



# FY '19 Payroll Calendar

Office of Human Resources

Changes that will affect Payroll processing, such as W-4, MWR, Direct Deposit, and miscellaneous deduction requests, must be made online in MyU or be received in Payroll Services by the Wednesday prior to the pay date when the changes are to be applied.

**Note:** The I-9 must be completed within 3 business days of the employee's start date. If the I-9 is not completed, the employee may not work or earn until the employee has presented their valid documents.

The Payroll Update form is used to make changes to employee pay after the Wednesday deadline but prior to confirming payroll. Payroll update changes are primarily done to prevent underpayment and overpayment. Changes to reported time should be entered on the timesheet prior to sending in the Payroll Update. For salaried pay, changes may be made to amounts and earnings codes.

Payroll requests received after the cutoff will be handled as time allows.

	Pay Period		Time / Absence Validation Deadline @ Noon* Job Data & Additional Pay Deadline @ 4:30pm*	Payroll Update Deadline @ 10am*	Payday
1	6/11/2018	6/24/2018	6/27/2018	Thursday 6/28 @ 1pm	Tuesday 7/3
2	6/25/2018	7/8/2018	7/11/2018	7/13/2018	7/18/2018
3	7/9/2018	7/22/2018	7/25/2018	7/27/2018	8/1/2018
4	7/23/2018	8/5/2018	8/8/2018	8/10/2018	8/15/2018
5	8/6/2018	8/19/2018	8/22/2018	8/24/2018	8/29/2018
6	8/20/2018	9/2/2018	9/5/2018	9/7/2018	9/12/2018
7	9/3/2018	9/16/2018	9/19/2018	9/21/2018	9/26/2018
8	9/17/2018	9/30/2018	10/3/2018	Thursday 10/4 @ 1pm	10/10/2018
9	10/1/2018	10/14/2018	10/17/2018	10/19/2018	10/24/2018
10	10/15/2018	10/28/2018	10/31/2018	11/2/2018	11/7/2018
11	10/29/2018	11/11/2018	11/14/2018	11/16/2018	11/21/2018
12	11/12/2018	11/25/2018	11/28/2018	11/30/2018	12/5/2018
13	11/26/2018	12/9/2018	12/12/2018	12/14/2018	12/19/2018
14	12/10/2018	12/23/2018	12/26/2018	Thursday 12/27 @ 1pm	1/2/2019
15	12/24/2018	1/6/2019	1/9/2019	1/11/2019	1/16/2019
16	1/7/2019	1/20/2019	1/23/2019	1/25/2019	1/30/2019
17	1/21/2019	2/3/2019	2/6/2019	2/8/2019	2/13/2019
18	2/4/2019	2/17/2019	2/20/2019	2/22/2019	2/27/2019
19	2/18/2019	3/3/2019	3/6/2019	3/8/2019	3/13/2019
20	3/4/2019	3/17/2019	3/20/2019	3/21/2019 @ 1pm	3/27/2019
21	3/18/2019	3/31/2019	4/3/2019	4/5/2019	4/10/2019
22	4/1/2019	4/14/2019	4/17/2019	4/19/2019	4/24/2019
23	4/15/2019	4/28/2019	5/1/2019	5/3/2019	5/8/2019
24	4/29/2019	5/12/2019	5/15/2019	5/17/2019	5/22/2019
25	5/13/2019	5/26/2019	5/29/2019	5/31/2019	6/5/2019
26	5/27/2019	6/9/2019	6/12/2019	6/14/2019	6/19/2019

\*unless otherwise indicated