

Revised End of Year Cutoff Schedule for Time and Labor

| Payroll | | |
|----------------|------------------------------|---------------------------|
| Cycle | Time and Labor Cutoff | Pay Date |
| Salary | Monday, October 28, 2019 | Friday, November 1, 2019 |
| Hourly | Monday, November 4, 2019 | Friday, November 8, 2019 |
| Salary | Monday, November 11, 2019 | Friday, November 15, 2019 |
| Hourly | Monday, November 18, 2019 | Friday, November 22, 2019 |
| Salary | Friday, November 22, 2019 | Friday, November 29, 2019 |
| Hourly | Wednesday November 27, 2019 | Friday, December 6, 2019 |
| Salary | Thursday, December 5, 2019 | Friday, December 13, 2019 |
| Hourly | Tuesday, December 10, 2019 | Friday, December 20, 2019 |
| Salary | Monday, Dec 16, 2019 | Friday, December 27, 2019 |
| Hourly | Friday, December 20, 2019 | Friday, January 3, 2020 |

Time Admin is scheduled to run at 12:00pm and 3:00am daily

There will be an extra Time Admin run at 2:30pm on the cutoff Monday

The cutoff day schedule will be as follows:

12:00 Time Entry should be completed

12:00 - 1:30 Time Admin will convert reported time into payable time

1:30 - 2:30 Approve payable time and correct exceptions

2:30 - 3:30 Additional Time Admin to convert corrected exceptions into payable time

3:30 - 4:30 Approve any remaining payable time

**Payroll will be unable to issue any checks for the calendar year 2019
after December 17.**