

## Health-Legal Pay Check Input Deadlines

Includes Time, Other Pay, Profile Changes, and T&E Expenses

Pay Date	Checks Available Online	Time Exceptions Reported through Sunday	EDTC Time Sheets and SupPay Approved by 5:00 PM Pacific Time on Monday	EDTC Corrections Approved by Friday	Other Approved Input (Email, Fax, ADP PRWC) Received by 2:00 PM Pacific Time on	Employee Data Change Files Generated the Evening of	Concur Expenses Approved and Audited by Friday
1/11	1/9	1/6	1/7	1/4	1/7	1/4	1/4
1/25	1/23	1/20	1/21	1/18	1/21	1/18	1/18
2/8	2/6	2/3	2/4	2/1	2/4	2/1	2/1
2/22	2/20	2/10	2/11	2/8	2/15	2/14	2/8
3/8	3/6	3/3	3/4	3/1	3/4	3/1	3/1
3/22	3/20	3/17	3/18	3/15	3/18	3/15	3/15
4/5	4/3	3/31	4/1	3/29	4/1	3/29	3/29
4/19	4/17	4/14	4/15	4/12	4/15	4/12	4/12
5/3	5/1	4/28	4/29	4/26	4/29	4/26	4/26
5/17	5/15	5/12	5/13	5/10	5/13	5/10	5/10
5/31	5/29	5/19	5/20	5/17	5/24	5/23	5/17
6/14	6/12	6/9	6/10	6/7	6/10	6/7	6/7
6/28	6/26	6/23	6/24	6/21	6/24	6/21	6/21
7/12	7/10	7/7	7/8	7/5	7/8	7/5	7/5
7/26	7/24	7/21	7/22	7/19	7/22	7/19	7/19
8/9	8/7	8/4	8/5	8/2	8/5	8/2	8/2
8/23	8/21	8/18	8/19	8/16	8/19	8/16	8/16
9/6	9/4	8/25	8/26	8/23	8/30	8/29	8/23
9/20	9/18	9/15	9/16	9/13	9/16	9/13	9/13
10/4	10/2	9/29	9/30	9/27	9/30	9/27	9/27
10/18	10/16	10/13	10/14	10/11	10/14	10/11	10/11
11/1	10/30	10/27	10/28	10/25	10/28	10/25	10/25
11/15	11/13	11/10	11/11	11/8	11/11	11/8	11/8
11/27	11/25	11/17	11/18	11/15	11/21	11/20	11/15
12/13	12/11	12/8	12/9	12/6	12/9	12/6	12/6
12/27	12/25	12/15	12/16	12/13	12/20	12/19	12/13

Standard deadline change