

TAA-SFS 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
1/4	1/2	12/23	12/24	12/21	12/28	12/27	12/21
1/18	1/16	1/13	1/14	1/11	1/14	1/13	1/11
2/1	1/30	1/27	1/28	1/25	1/28	1/27	1/25
2/15	2/13	2/10	2/11	2/8	2/11	2/10	2/8
3/1	2/27	2/24	2/25	2/22	2/25	2/24	2/22
3/15	3/13	3/10	3/11	3/8	3/11	3/10	3/8
3/29	3/27	3/24	3/25	3/22	3/25	3/24	3/22
4/12	4/10	4/7	4/8	4/5	4/8	4/7	4/5
4/26	4/24	4/21	4/22	4/19	4/22	4/21	4/19
5/10	5/8	5/5	5/6	5/3	5/6	5/5	5/3
5/23	5/21	5/12	5/13	5/10	5/17	5/16	5/10
6/7	6/5	6/2	6/3	5/31	6/3	6/2	5/31
6/21	6/19	6/16	6/17	6/14	6/17	6/16	6/14
7/5	7/3	6/23	6/24	6/21	6/28	6/27	6/21
7/19	7/17	7/14	7/15	7/12	7/15	7/14	7/12
8/2	7/31	7/28	7/29	7/26	7/29	7/28	7/26
8/16	8/14	8/11	8/12	8/9	8/12	8/11	8/9
8/30	8/28	8/25	8/26	8/23	8/26	8/25	8/23
9/13	9/11	9/8	9/9	9/6	9/9	9/8	9/6
9/27	9/25	9/22	9/23	9/20	9/23	9/22	9/20
10/11	10/9	10/6	10/7	10/4	10/7	10/6	10/4
10/25	10/23	10/20	10/21	10/18	10/21	10/20	10/18
11/8	11/6	11/3	11/4	11/1	11/4	11/3	11/1
11/22	11/20	11/17	11/18	11/15	11/18	11/17	11/15
12/6	12/4	12/1	12/2	11/29	12/2	12/1	11/29
12/20	12/18	12/15	12/16	12/13	12/16	12/15	12/13

Standard deadline change