

Pay Check Input Deadlines

Health, LR

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

Standard deadline change