

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

