

Pay Check Input Deadlines

TAA Only

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

| Pay Date | Pay Statements Available Online | Time Exceptions Reported and Approved through Sunday | Workday Time and EDTC SupPay Approved by 5:00 PM Pacific Time on | Workday Corrections Received by Tuesday 1 Week Prior to the Issue Date | Other Input (Fax, myADP, etc.) Received by 2:00 PM Pacific Time on | Employee Data Change Files Generated | Concur Expenses Received by 2:00 PM Pacific Time on |
|----------|---------------------------------|--|--|--|--|--------------------------------------|---|
| 1/13 | 1/11 | 1/8 | 1/9 | 1/3 | 1/9 | 1/8 | 1/9 |
| 1/27 | 1/25 | 1/22 | 1/23 | 1/17 | 1/23 | 1/22 | 1/23 |
| 2/10 | 2/8 | 2/5 | 2/6 | 1/31 | 2/6 | 2/5 | 2/6 |
| 2/24 | 2/22 | 2/19 | 2/20 | 2/14 | 2/20 | 2/19 | 2/20 |
| 3/10 | 3/8 | 3/5 | 3/6 | 2/28 | 3/6 | 3/5 | 3/6 |
| 3/17 | 3/15 | 3/12 | 3/13 | 3/7 | 3/13 | 3/12 | 3/13 |
| 3/24 | 3/22 | 3/19 | 3/20 | 3/14 | 3/20 | 3/19 | 3/20 |
| 4/7 | 4/5 | 4/2 | 4/3 | 3/28 | 4/3 | 4/2 | 4/3 |
| 4/21 | 4/19 | 4/16 | 4/17 | 4/11 | 4/17 | 4/16 | 4/17 |
| 5/5 | 5/3 | 4/30 | 5/1 | 4/25 | 5/1 | 4/30 | 5/1 |
| 5/19 | 5/17 | 5/14 | 5/15 | 5/9 | 5/15 | 5/14 | 5/15 |
| 6/2 | 5/31 | 5/21 | 5/22 | 5/23 | 5/26 | 5/25 | 5/22 |
| 6/16 | 6/14 | 6/11 | 6/12 | 6/6 | 6/12 | 6/11 | 6/12 |
| 6/30 | 6/28 | 6/25 | 6/26 | 6/20 | 6/26 | 6/25 | 6/26 |
| 7/14 | 7/12 | 7/9 | 7/10 | 7/4 | 7/10 | 7/9 | 7/10 |
| 7/28 | 7/26 | 7/23 | 7/24 | 7/18 | 7/24 | 7/23 | 7/24 |
| 8/11 | 8/9 | 8/6 | 8/7 | 8/1 | 8/7 | 8/6 | 8/7 |
| 8/25 | 8/23 | 8/20 | 8/21 | 8/15 | 8/21 | 8/20 | 8/21 |
| 9/8 | 9/6 | 8/27 | 8/28 | 8/22 | 9/1 | 8/31 | 8/28 |
| 9/22 | 9/20 | 9/17 | 9/18 | 9/12 | 9/18 | 9/17 | 9/18 |
| 10/6 | 10/4 | 10/1 | 10/2 | 9/26 | 10/2 | 10/1 | 10/2 |
| 10/20 | 10/18 | 10/15 | 10/16 | 10/10 | 10/16 | 10/15 | 10/16 |
| 11/3 | 11/1 | 10/29 | 10/30 | 10/24 | 10/30 | 10/29 | 10/30 |
| 11/17 | 11/15 | 11/12 | 11/13 | 11/7 | 11/13 | 11/12 | 11/13 |
| 12/1 | 11/29 | 11/26 | 11/27 | 11/21 | 11/27 | 11/26 | 11/27 |
| 12/15 | 12/13 | 12/10 | 12/11 | 12/5 | 12/11 | 12/10 | 12/11 |
| 12/29 | 12/27 | 12/17 | 12/18 | 12/12 | 12/22 | 12/20 | 12/18 |

Standard deadline change