<table>
<thead>
<tr>
<th>Pay Run ID:</th>
<th>Pay Run Start Date:</th>
<th>Pay Run End Date:</th>
<th>Pay Run Deduction Period:</th>
</tr>
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<tbody>
<tr>
<td>12B 12</td>
<td>12/25 01/08 02/05 02/19 03/05 03/19 04/02 04/16 04/30 05/14 05/28 06/11 06/25 07/09 07/23 08/06 08/20 09/03 09/17 09/13 10/15 10/29 11/12 11/26 12/10 12/24</td>
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### Position Changes to Position Management
*12/08 12/12 01/05 01/16 01/30 02/13 02/27 03/13 03/27 04/10 04/24 05/08 05/22 06/05 06/19 07/02 07/17 07/31 08/14 08/28 09/11 09/25 09/29 10/03 10/17 11/01 11/15 11/29 12/03 12/17 12/31 |

### Job Data Changes to Human Resources
*12/12 12/18 01/06 01/16 01/26 02/06 02/20 03/06 03/20 04/03 04/17 05/01 05/15 05/29 06/12 06/26 07/10 07/24 08/07 08/31 09/14 09/28 10/12 10/26 11/09 11/13 11/27 12/11 12/15 |

### Additional Pay Combo Forms Current Period
*12/19 12/01 01/23 02/06 02/20 03/06 03/20 04/03 04/17 05/01 05/15 05/29 06/12 06/26 07/10 07/24 08/07 08/31 09/14 09/28 10/12 10/26 11/09 11/13 11/27 12/11 |

### Pay Sheets Open At 8:00 a.m.
*12/22 01/12 02/26 03/09 03/23 04/06 04/20 05/04 05/18 06/01 06/15 07/13 07/27 08/10 08/24 09/03 09/21 10/05 10/19 11/02 11/16 11/30 12/12 12/16 |

### Pay Day
*12/22 01/16 01/30 02/13 02/27 03/13 03/27 04/10 04/24 05/08 05/22 06/19 07/02 07/17 07/31 08/14 08/28 09/11 09/25 10/09 10/23 11/16 11/18 12/04 |

### JDC Close for FY15
*06/19 |

### POSITION CHANGES TO POSITION MANAGEMENT

**1** Indicates processing dates which have been moved forward to incorporate university holidays or fiscal year-end processing requirements.

**2** Biweekly payroll deductions for PPP Usage Fees, University Club Dues, and Parking Permits are collected only during the second processing period each month.

**3** Biweekly payroll deductions for health and dental insurance are not collected during the third processing period each month. (January, July, and December)

**4** Biweekly payroll periods start at midnight on Friday and end two weeks later on Monday of the week. Payday is the following Friday.

**5** Information on new employees is added to the employee database during the next available processing cycle in which minimum record requirements are satisfied.

**6** Transactions which cannot be handled through the electronic payline data entry system should be entered on an individual Bi-Weekly Time Report and delivered to the Payroll Office by 8:00 a.m. on the following Monday of the week.

### BIWEEKLY PAYROLL PROCESSING:

1. Payrolls are processed by the Payroll Office on the Monday following the close of the pay period. Hourly payrolls are processed every other week (biweekly).

2. Job Data Change and Additional Pay Combo forms are due the first day of the pay period.

3. The electronic payline data entry system opens at 8:00 a.m. on the Friday following the close of the pay period and closes at 9:00 a.m. on the following Monday.

4. Payline data entry for 15BZ will be from 8:00 p.m. (Thursday) December 10 until 9:00 p.m. (Friday) December 11.

5. Payline data entry for 15B1 will be from 8:00 a.m. (Wednesday) December 16 until 9:00 p.m. (Thursday) December 17.

6. All biweekly/monthly special check requests for December 22 payday must be delivered to payroll office by 8:00 a.m. (Wednesday) December 16.

### MONTHLY PAYROLL PROCESSING:

1. Generally, salaried employees are processed during the last available "full week" each month, i.e., a week in which a biweekly payroll is not being processed and includes a five-day, continuous Monday through Friday processing window.

2. Job Data Change and Additional Pay Combo forms are due the close of business on the 2nd of every month unless the 2nd falls on a weekend.

3. The electronic payline data entry system opens at 8:00 a.m. and closes at 5:00 p.m. on the Friday preceding payroll processing.