

Pay Period	EMPLOYEE submission Closes at 11:59 pm	APPROVER Submission Closes at 11:59 pm	Payday
January 1 - 31	February 7	February 11	January 31
February 1 - 28	March 7	March 11	February 28
March 1 - 31	April 5	April 9	March 29
April 1 - 30	May 7	May 9	April 30
May 1 - 31	June 7	June 11	May 31
June 1 - 30	July 8	July 11	June 28
July 1 - 31	August 7	August 9	July 31
August 1 - 31	September 9	September 11	August 30
September 1 - 30	October 7	October 9	September 30
October 1 - 31	November 7	November 11	October 31
November 1 - 30	December 6	December 10	November 29
December 1 - 31	January 8	January 10	December 31

Pay Period	EMPLOYEE submission Closes at 11:59 pm	APPROVER Submission Closes at 11:59 pm	Payday
January 1 - 31	N/A	N/A	January 31
February 1 - 28	March 7	March 9	February 28
March 1 - 31	April 6	April 10	March 30
April 1 - 30	May 7	May 9	April 30
May 1 - 31	June 7	June 11	May 31
June 1 - 30	July 9	July 11	June 29
July 1 - 31	August 7	August 9	July 31
August 1 - 31	September 10	September 12	August 31
September 1 - 30	October 5	October 9	September 28
October 1 - 31	November 7	November 9	October 31
November 1 - 30	December 7	December 11	November 30
December 1 - 31	January 8	January 10	December 31