

# 2017 Monthly Payroll Deadlines

**Pay Action Forms Deadline** – The date paper forms are due in HR by **12:00 p.m.** for processing for that pay period.

**eForms Deadline** – The date that eForms are due in the HR approval worklist to be loaded into HCM PeopleSoft. eForms received after this day will not be processed for the current pay cycle.

**Employee Self Service (ESS) Time Entry Deadline** – The deadline for all time sheets to be keyed into online time entry through Time & Labour in HCM system for processing.

**ESS Time Approval Deadline** – the deadline for approving all unapproved time in Time and Labour

**Pay Confirm** – The date that the pay is finalized for that pay period. No time should be keyed on this date.

Pay Period	Pay Action Forms Deadline	eForms Deadline	ESS Time Entry Deadline	ESS Time Approval Deadline	Pay Confirm	Pay Day
January 1-31	January 10	January 16	January 21	January 24	January 25	January 30
February 1-28	February 10	February 14	February 18	February 21	February 22	February 27
March 1-31	March 10	March 15	March 23	March 26	March 27	March 30
April 1-30	April 7	April 12	April 20	April 23	April 24	April 27
May 1-31	May 10	May 15	May 21	May 24	May 25	May 30
June 1-30	June 9	June 15	June 22	June 25	June 26	June 29
July 1-31	July 7	July 14	July 21	July 24	July 25	July 28
August 1-31	August 10	August 16	August 21	August 24	August 25	August 30
September 1-30	September 8	September 14	September 21	September 24	September 25	September 28
October 1-31	October 10	October 16	October 21	October 24	October 25	October 30
November 1-30	November 10	November 15	November 20	November 23	November 24	November 29
December 1-31	December 7	December 13	December 17	December 18	December 20	December 28