

August Payroll

Key dates and deadlines



Mon	Tues	Wed	Thurs	Fri
1 July 31: PeopleSoft snapshot taken	2	3	4	5 All payroll submitted by 3 p.m. ! Accruals processed by 6 p.m.
8	9	10	11	12
System validation and catch-up transactions				
★ 15 System go-live!	16	17 ! Last day for bi- weekly employee time entry (July 31-Aug. 13 period)	18	19 ! Last day for monthly time entry Main payroll processing
22 ! Biweekly payroll due to OMES by 3 p.m. (Aug. 26 payment date)	23	24 ! Monthly payroll due to OMES by 3 p.m. (Aug. 31 payment date)	25	26 Biweekly pay date
29	30 ! Last day for bi- weekly employee time entry (Aug. 14-27 period)	31 Monthly pay date	<u>Sept. 1:</u> Biweekly payroll due to OMES by 3 p.m. for Sept. 9 pay date. <u>Sept. 2:</u> Supplemental/off-cycle payroll due to OMES by 3 p.m. for Sept. 12 payment date	