

OAA HR/Payroll Action Deadlines

Below is a summary of the deadlines included in the Payroll & Transaction calendar. A full calendar view is included for each month to list dates and times as some dates vary based on the University Payroll schedule. Please see your Service Center HR Specialist for further information.

Employee Deadlines		
Action Description	Request Source	Deadline
Biweekly Employee Timesheet Submission	eTimesheet/eLeave system	Weekly – Mondays at 10AM
Monthly Employee Leave Submission	eLeave system	Monthly by the 10 th at 5PM (except December – see calendar)
Manager Deadlines		
Action Description	Request Source	Deadline
Supervisor Biweekly Timesheet Approval	eTimesheet/eLeave system	Weekly – Mondays at 3PM
Supervisor Monthly Leave Approval	eLeave system	Payroll Weeks – See calendar for date, 3PM
Supervisor Monthly Payroll Certification	eLeave system	Payroll Weeks – See calendar for date, 7PM
Unit HR Deadlines		
Action Description	Request Source	Deadline
New/Update Positions & Job Openings**	Fill Existing Position/Create New Position HRA	Weekly – Thursdays at 5PM
Biweekly Employee Additional Pay and Change Requests*	Pay Additional Compensation HRA and Various HRA Request Types*	Payroll Weeks – Monday at 3PM
Monthly Employee Additional Pay and Change Requests*	Pay Additional Compensation HRA and Various HRA Request Types*	Payroll Weeks – See calendar for date, 3PM
Direct Retro Distribution Requests	Change Funding Source (retroactive) HRA	Monthly on the 15 th at 5PM

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, current/future funding changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required. Requests received after deadline will be processed for the following pay period.

** Deadlines may change surrounding university holidays

Employees and Managers will receive an email from the OAA HR Service Center during payroll processing weeks to serve as a final reminder to submit, approve, or certify time for payment.



July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
1	2 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5pm New/Update Position, Job Opening Deadline	3	4 HOLIDAY	5	6 BW1 Payday	7
8	9 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5pm New/Update Position, Job Opening Deadline	10 EMP: 5pm MO eLeave Submission Deadline	11	12 Payroll BW PP2 Processing	13 Payroll BW PP2 Processing	14
15 UNIT: 5PM DRD HRA Deadline	16 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 3pm MO Add Pay and HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline UNIT: 5pm New/Update Position & Job Opening Deadline	17 MGR: 7pm MO Certification Deadline	18	19 Payroll MO PP1 Processing	20 Payroll MO PP1 Processing BW2 Payday	21
22	23 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5pm New/Update Position, Job Opening Deadline	24	25	26 Payroll BW PP3 Processing	27 Payroll BW PP3 Processing	28
29	30 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5pm New/Update Position, Job Opening Deadline	31 MO1 Payday				

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



August 2018						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions , Manager Actions , Unit HR Actions , Academic Calendar, Payroll						
			1 UNIT: 5pm AU18 Grad Hire Deadline	2	3 BW3 Payday	4
5	6 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5pm New/Update Position, Job Opening Deadline	7	8	9 Payroll BW PP4 Processing	10 Payroll BW PP4 Processing EMP: 5pm MO eLeave Submission Deadline	11
12	13 Grad Hire Deadline EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	14	15 UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline UNIT: 5PM DRD HRA Deadline	16 MGR: 7pm MO Certification Deadline UNIT: 5pm New/Update Position & Job Opening Deadline	17 BW4 Payday	18
19	20 Payroll MO PP2 Processing EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	21 Autumn 2018 Session Begins Payroll MO PP2 Processing	22	23 Payroll BW PP5 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	24 Payroll BW PP5 Processing	25
26	27 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	28	29 UNIT: 5pm New/Update Position & Job Opening Deadline	30	31 MO2 Payday BW5 Payday UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline	

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions , Manager Actions , Unit HR Actions , Academic Calendar, Payroll						
						1
2	3 HOLIDAY EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	4 MGR: 9am eTimesheet Approval Deadline	5	6 Payroll BW PP6 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	7 Payroll BW PP6 Processing	8
9	10 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline EMP: 5pm MO eLeave Submission Deadline	11	12 UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline	13 UNIT: 5pm New/Update Position & Job Opening Deadline MGR: 7pm MO Certification Deadline	14 BW6 Payday	15 UNIT: 5PM DRD HRA Deadline
16	17 Payroll MO PP3 Processing EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	18 Payroll MO PP3 Processing	19	20 Payroll BW PP7 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	21 Payroll BW PP7 Processing	22
23	24 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	25	26	27 UNIT: 5pm New/Update Position & Job Opening Deadline	28 MO3 Payday BW7 Payday	29
30						

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
	1 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	2	3	4 Payroll BW PP8 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	5 Payroll BW PP8 Processing	6
7	8 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	9	10 EMP: 5pm MO eLeave Submission Deadline	11 UNIT: 5pm New/Update Position & Job Opening Deadline	12 BW8 Payday	13
14	15 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5PM DRD HRA Deadline	16	17	18 Payroll BW PP9 Processing UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline UNIT: 5pm New/Update Position & Job Opening Deadline	19 Payroll BW PP9 Processing MGR: 7pm MO Certification Deadline	20
21	22 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	23 Payroll MO PP4 Processing	24 Payroll MO PP4 Processing	25 UNIT: 5pm New/Update Position & Job Opening Deadline	26 BW9 Payday	27
28	29 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	30	31 MO4 Payday			

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



November 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
				1 Payroll BW PP10 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	2 Payroll BW PP10 Processing	3
4	5 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	6	7	8 UNIT: 5pm New/Update Position & Job Opening Deadline	9 BW10 Payday UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline	10 EMP: 5pm MO eLeave Submission Deadline
11	12 HOLIDAY EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	13	14 UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline	15 Payroll BW PP11 Processing UNIT: 5PM DRD HRA Deadline UNIT: 5pm New/Update Position & Job Opening Deadline (Pending OHR holiday posting schedule) MGR: 7pm MO Certification Deadline	16 Payroll BW PP11 Processing	17
18	19 Payroll MO PP5 Processing EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	20 Payroll MO PP5 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	21	22 HOLIDAY	23 HOLIDAY BW11 Payday	24
25	26 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	27	28	29 Payroll BW PP12 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	30 Payroll BW PP12 Processing MO5 Payday	

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
						1
2	3 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	4 EMP: 5pm MO eLeave Submission Deadline	5 UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline	6 UNIT: 5pm New/Update Position & Job Opening Deadline MGR: 7pm MO Certification Deadline	7 BW12 Payday	8
9 Payroll MO PP6 Processing	10 Payroll MO PP6 Processing EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	11 Payroll MO PP6 Processing	12	13 Payroll BW PP13 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	14 Payroll BW PP13 Processing	15 UNIT: 5PM DRD HRA Deadline
16	17 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5pm SP19 Grad Hire Deadline	18	19 UNIT: 5pm New/Update Position & Job Opening Deadline (Pending OHR holiday posting schedule)	20 (Year End Calendar) UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline	21 BW13 Payday	22
23	24 HOLIDAY EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	25 HOLIDAY MGR: 9am eTimesheet Approval Deadline	26 UNIT: 5pm New/Update Position & Job Opening Deadline (Pending OHR holiday posting schedule)	27 (Year End Calendar)	28 Grad Hire Deadline Payroll BW PP01 Processing (1 Day)	29
30	31 MO6 Payday EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline					

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
		1 HOLIDAY	2	3 UNIT: 5pm New/Update Position & Job Opening Deadline	4 BW01 Payday	5
6	7 Spring 2019 Session Begins EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	8	9	10 Payroll BW PP02 Processing EMP: 5pm MO eLeave Submission Deadline UNIT: 5pm New/Update Position & Job Opening Deadline	11 Payroll BW PP02 Processing	12
13	14 EMP: 10am eTimesheet Submit Deadline MGR: 10am eTimesheet Approval Deadline UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline	15 UNIT: 5PM DRD HRA Deadline MGR: 7pm MO Certification Deadline	16 UNIT: 5pm New/Update Position & Job Opening Deadline	17 Payroll MO PP01 Processing	18 Payroll MO PP01 Processing BW02 Payday UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline	19
20	21 HOLIDAY EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	22	23	24 Payroll BW PP03 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	25 Payroll BW PP03 Processing	26
27	28 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	29	30	31 MO01 Payday UNIT: 5pm New/Update Position & Job Opening Deadline		

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions , Manager Actions , Unit HR Actions , Academic Calendar, Payroll						
					1 BW03 Payday	2
3	4 EMP : 10am eTimesheet Submit Deadline UNIT : 3pm BW Add Pay and Change HRA* Approval Deadline MGR : 3pm eTimesheet Approval Deadline	5	6	7 Payroll BW PP04 Processing UNIT : 5pm New/Update Position & Job Opening Deadline	8 Payroll BW PP04 Processing	9
10 EMP : 5pm MO eLeave Submission Deadline	11 EMP : 10am eTimesheet Submit Deadline UNIT : 3pm MO Add Pay and Change HRA* Approval Deadline MGR : 3pm eTimesheet Approval Deadline MGR : 3pm MO eLeave Approval Deadline	12 MGR : 7pm MO Certification Deadline	13	14 Payroll MO PP02 Processing UNIT : 5pm New/Update Position & Job Opening Deadline	15 Payroll MO PP02 Processing BW04 Payday UNIT : 5PM DRD HRA Deadline	16
17	18 EMP : 10am eTimesheet Submit Deadline UNIT : 3pm BW Add Pay and Change HRA* Approval Deadline MGR : 3pm eTimesheet Approval Deadline	19	20	21 Payroll BW PP05 Processing UNIT : 5pm New/Update Position & Job Opening Deadline	22 Payroll BW PP05 Processing	23
24	25 EMP : 10am eTimesheet Submit Deadline MGR : 3pm eTimesheet Approval Deadline	26	27	28 MO02 Payday UNIT : 5pm New/Update Position & Job Opening Deadline		

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



March 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
					1 BW05 Payday	2
3	4 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	5	6	7 Payroll BW PP06 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	8 Payroll BW PP06 Processing	9
10 EMP: 5pm MO eLeave Submission Deadline	11 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline MGR: 3pm MO eLeave Approval Deadline	12 MGR: 7pm MO Certification Deadline	13	14 Payroll MO PP03 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	15 Payroll MO PP03 Processing BW06 Payday UNIT: 5PM DRD HRA Deadline	16
17	18 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	19	20	21 Payroll BW PP07 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	22 Payroll BW PP07 Processing	23
24	25 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	26	27	28 UNIT: 5pm New/Update Position & Job Opening Deadline	29 MO03 Payday BW07 Payday	30
31						

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
	1 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	2	3	4 Payroll BW PP08 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	5 Payroll BW PP08 Processing	6
7	8 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	9	10 EMP: 5pm MO eLeave Submission Deadline	11 UNIT: 5pm New/Update Position & Job Opening Deadline	12 BW08 Payday	13
14	15 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline UNIT: 5PM DRD HRA Deadline	16	17 UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline	18 Payroll BW PP09 Processing UNIT: 5pm SU19 Grad Hire Deadline UNIT: 5pm New/Update Position & Job Opening Deadline MGR: 7pm MO Certification Deadline	19 Payroll BW PP09 Processing	20
21	22 Payroll MO PP04 Processing EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	23 Payroll MO PP04 Processing	24	25 UNIT: 5pm New/Update Position & Job Opening Deadline	26 BW09 Payday	27
28	29 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	30 Grad Hire Deadline MO04 Payday				

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



May 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions , Manager Actions , Unit HR Actions , Academic Calendar , Payroll						
			1	2 Payroll BW PP10 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	3 Payroll BW PP10 Processing	4
5	6 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	7	8 Summer 2019 Session Begins	9 UNIT: 5pm New/Update Position & Job Opening Deadline	10 BW10 Payday EMP: 5pm MO eLeave Submission Deadline	11
12	13 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	14	15 UNIT: 5PM DRD HRA Deadline	16 Payroll BW PP11 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	17 Payroll BW PP11 Processing	18
19	20 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline MGR: 3pm eTimesheet Approval Deadline	21 MGR: 7pm MO Certification Deadline	22 UNIT: 5pm New/Update Position & Job Opening Deadline	23 Payroll MO PP11 Processing	24 Payroll MO PP11 Processing BW24 Payday UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline	25
26	27 HOLIDAY EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	28 MGR: 9am eTimesheet Approval Deadline	29	30 Payroll BW PP12 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	31 Payroll BW PP12 Processing MO05 Payday	

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions , Manager Actions , Unit HR Actions , Academic Calendar, Payroll						
						1
2	3 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	4	5	6 UNIT: 5pm New/Update Position & Job Opening Deadline	7 BW12 Payday	8
9	10 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline EMP: 5pm MO eLeave Submission Deadline	11	12	13 Payroll BW PP13 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	14 Payroll BW PP13 Processing	15 UNIT: 5pm DRD HRA Deadline
16	17 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline MGR: 3pm MO eLeave Approval Deadline	18 MGR: 7pm MO Certification Deadline	19	20 Payroll MO PP06 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	21 Payroll MO PP06 Processing BW13 Payday	22
23	24 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	25	26	27 Payroll BW PP14 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	28 Payroll BW PP14 Processing MO06 Payday	29
30						

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



July 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions , Manager Actions , Unit HR Actions , Academic Calendar, Payroll						
	1	2	3 UNIT: 5pm New/Update Position & Job Opening Deadline	4 HOLIDAY	5 BW14 Payday	6
7	8 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	9	10 EMP: 5pm MO eLeave Submission Deadline	11 Payroll BW PP15 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	12 Payroll BW PP15 Processing	13
14	15 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline MGR: 3pm MO eLeave Approval Deadline UNIT: 5pm DRD HRA Deadline	16 MGR: 7pm MO Certification Deadline	17	18 Payroll MO PP07 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	19 Payroll MO PP07 Processing BW15 Payday	20
21	22 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	23	24	25 Payroll BW PP16 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	26 Payroll BW PP16 Processing	27
28	29 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	30	31 MO07 Payday UNIT: 5pm AU19 Grad Hire Deadline			

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.



August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Color Key: Employee Actions, Manager Actions, Unit HR Actions, Academic Calendar, Payroll						
				1 UNIT: 5pm New/Update Position & Job Opening Deadline	2 BW16 Payday	3
4	5 EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	6	7	8 Payroll BW PP17 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	9 Payroll BW PP17 Processing	10 EMP: 5pm MO eLeave Submission Deadline
11	12 Grad Hire Deadline EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	13	14 UNIT: 3pm MO Add Pay and Change HRA* Approval Deadline MGR: 3pm MO eLeave Approval Deadline	15 UNIT: 5pm DRD HRA Deadline UNIT: 5pm New/Update Position & Job Opening Deadline MGR: 7pm MO Certification Deadline	16 BW17 Payday	17
18	19 Payroll MO PP08 Processing EMP: 10am eTimesheet Submit Deadline UNIT: 3pm BW Add Pay and Change HRA* Approval Deadline MGR: 3pm eTimesheet Approval Deadline	20 Autumn 2019 Session Begins Payroll MO PP08 Processing	21	22 Payroll BW PP18 Processing UNIT: 5pm New/Update Position & Job Opening Deadline	23 Payroll BW PP18 Processing	24
25	26 EMP: 10am eTimesheet Submit Deadline MGR: 3pm eTimesheet Approval Deadline	27	28	29 UNIT: 5pm New/Update Position & Job Opening Deadline	30 MO08 Payday BW18 Payday	31

* BW & MO Change HRA's include: additional pays, reclassifications, pay rate changes, and data changes including supervisor, reports to, department, and location. Entry is contingent on OHR/OAA approval when required.