

Pay Check Input Deadlines

GBS, GPO, GRC, Corp

Includes Time, Other Pay, Profile Changes, and T&E Expenses

Pay Date	Checks Available Online	Time Exceptions Reported through Sunday	EDTC Time Sheets and SupPay Approved by 5:00 PM Pacific Time on Monday	EDTC Corrections Approved by Friday	Other Approved Input (Email, Fax, ADP PRWC) Received by 2:00 PM Pacific Time on	Employee Data Change Files Generated the Evening of	Concur Expenses Approved and Audited by Friday
1/3	1/1	12/22	12/23	12/20	12/27	12/26	12/20
1/17	1/15	1/12	1/13	1/10	1/13	1/10	1/10
1/31	1/29	1/26	1/27	1/24	1/27	1/24	1/24
2/14	2/12	2/9	2/10	2/7	2/10	2/7	2/7
2/28	2/26	2/23	2/24	2/21	2/24	2/21	2/21
3/13	3/11	3/8	3/9	3/6	3/9	3/6	3/6
3/27	3/25	3/22	3/23	3/20	3/23	3/20	3/20
4/10	4/8	4/5	4/6	4/3	4/6	4/3	4/3
4/24	4/22	4/19	4/20	4/17	4/20	4/17	4/17
5/8	5/6	5/3	5/4	5/1	5/4	5/1	5/1
5/22	5/20	5/17	5/18	5/15	5/18	5/15	5/15
6/5	6/3	5/31	6/1	5/29	6/1	5/29	5/29
6/19	6/17	6/14	6/15	6/12	6/15	6/12	6/12
7/2	6/30	6/21	6/22	6/19	6/26	6/25	6/19
7/17	7/15	7/12	7/13	7/10	7/13	7/10	7/10
7/31	7/29	7/26	7/27	7/24	7/27	7/24	7/24
8/14	8/12	8/9	8/10	8/7	8/10	8/7	8/7
8/28	8/26	8/23	8/24	8/21	8/24	8/21	8/21
9/11	9/9	8/30	8/31	8/28	9/4	9/3	8/28
9/25	9/23	9/20	9/21	9/18	9/21	9/18	9/18
10/9	10/7	10/4	10/5	10/2	10/5	10/2	10/2
10/23	10/21	10/18	10/19	10/16	10/19	10/16	10/16
11/6	11/4	11/1	11/2	10/30	11/2	10/30	10/30
11/20	11/18	11/15	11/16	11/13	11/16	11/13	11/13
12/4	12/2	11/29	11/30	11/27	11/30	11/27	11/27
12/18	12/16	12/13	12/14	12/11	12/14	12/11	12/11
12/31	12/29	12/20	12/21	12/18	12/24	12/18	12/18

Standard deadline change