

## Pay Check Input Deadlines

## TAA

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
1/15	1/13	1/10	1/11	1/8	1/11	1/10	1/8
1/29	1/27	1/24	1/25	1/22	1/25	1/24	1/22
2/12	2/10	2/7	2/8	2/5	2/8	2/7	2/5
2/26	2/24	2/21	2/22	2/19	2/22	2/21	2/19
3/12	3/10	3/7	3/8	3/5	3/8	3/7	3/5
3/26	3/24	3/21	3/22	3/19	3/22	3/21	3/19
4/9	4/7	4/4	4/5	4/2	4/5	4/4	4/2
4/23	4/21	4/18	4/19	4/16	4/19	4/18	4/16
5/7	5/5	5/2	5/3	4/30	5/3	5/2	4/30
5/21	5/19	5/16	5/17	5/14	5/17	5/16	5/14
6/4	6/2	<b>5/23</b>	5/24	<b>5/21</b>	<b>5/28</b>	<b>5/27</b>	<b>5/21</b>
6/18	6/16	6/13	6/14	6/11	6/14	6/13	6/11
7/2	6/30	6/27	6/28	6/25	6/28	6/27	6/25
7/16	7/14	7/11	7/12	7/9	7/12	7/11	7/9
7/30	7/28	7/25	7/26	7/23	7/26	7/25	7/23
8/13	8/11	8/8	8/9	8/6	8/9	8/8	8/6
8/27	8/25	8/22	8/23	8/20	8/23	8/22	8/20
9/10	9/8	<b>8/29</b>	8/30	<b>8/27</b>	<b>9/3</b>	<b>9/2</b>	<b>8/27</b>
9/24	9/22	9/19	9/20	9/17	9/20	9/19	9/17
10/8	10/6	10/3	10/4	10/1	10/4	10/3	10/1
10/22	10/20	10/17	10/18	10/15	10/18	10/17	10/15
11/5	11/3	10/31	11/1	10/29	11/1	10/31	10/29
11/19	11/17	11/14	11/15	11/12	11/15	11/14	11/12
12/3	12/1	11/28	11/29	11/26	11/29	11/28	11/26
12/17	12/15	12/12	12/13	12/10	12/13	12/12	12/10
<b>12/30</b>	<b>12/28</b>	<b>12/19</b>	12/20	<b>12/17</b>	<b>12/23</b>	<b>12/22</b>	<b>12/17</b>

Standard deadline change