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**SM - PAYDAY**

**HR Audits Due Date (Promotions, Progression, Reclass, Salary Increase)**

**UT Retirement Mgt Sys Due Date**

**UT Saver Voluntary Retirement Elections and Changes**

**Payroll - Additional Pay Cut Off**

**TS Due/Approved**

**TS Entered**

**DBT’s Due - Monthly**

**SM - PAYDAY**

**Fall Classes Begin**

**2nd Semi HR Day One Cutoff@4:00PM**

**DBT’s Due - SM**
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**September 2018**

<p>| <em><strong>Labor Day Holiday</strong></em> | MONTHLY - PAYDAY | TS Entered | TS Due/Approved | Fall Census Date | HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase) | Payroll - Additional Pay Cut Off | UT Retirement Mgmt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes) | 1st Semi HR Day One Cutoff@4:00PM | SM - PAYDAY | DBT's Due - SM | Monthly HR Day One Cutoff@4:00PM | SM - PAYDAY | DBT's Due - Monthly | DBT's Due - SM |</p>
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**Notes:**
- **President’s Day Holiday***
- **Holiday***

**Deadlines:**
- DBT’s Due - SM
- 1st Semi HR Day One Cutoff@4:00PM
- Payroll - Additional Pay Cut Off
- UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)
- HR Audits Due Date (Promotions, Progression, Reclass, Salary Increase)
- Monthly HR Day One Cutoff@4:00PM
- SM - PAYDAY

**Dates:**
- 5th: President's Day Holiday
- 14th: Spring Classes Begin
- 22nd: Monthly HR Day One Cutoff@4:00PM

**Other:**
- **HR Audits Effective Date**
- **HR Pay Out Month**
- **UT Retirement Mgt Sys Effective Date**
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**Weeks of February 2019**

- **HR Pay Out Month**
- **HR Audits Effective Date**
- **MONTHLY - PAYDAY**
- **TS Due/Approved**
- **UT Retirement Mgt Sys Effective Date**
- **TS Entered**
- **UT Retirement Mgt Sys Due Date** (UT Saver Voluntary Retirement Elections and Changes)
- **DBT’s Due - SM**
- **Payroll - Additional Pay Cut off**
- **1st Semi HR Day One Cutoff@4:00PM**
- **Monthly HR Day One Cutoff@4:00PM**
- **SM - PAYDAY**
- **2nd Semi HR Day One Cutoff@4:00PM**
- **DBT’s Due - Monthly**

Dates:

- **President’s Day**
- **2019 February President’s Day (Bank Holiday)**
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2nd Semi HR Day One Cutoff@4:00PM

2019 September

2019

- **HR Audits Effective Date**
- **HR Pay Out Month***Labor Day Holiday***
- **UT Retirement Mgt Sys Effective Date**

- **SM - PAYDAY**
- **DBT's Due - SM**
- **Payroll - Additional Pay Cut Off**
- **UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)**
- **HR Audits Due Date (Promotions, Progression, Reclass, Salary Increase)**

- **Monthly HR Day One Cutoff@4:00PM**
- **DBT's Due - SM**
- **2nd Semi HR Day One Cutoff@4:00PM**