

2018							December							2018						
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday								
													1							
	OEB SGELIG File sent Tues, Wed & Fri @ 4pm												UT Retirement Mgt Sys Effective Date							
													HR Audits Effective Date							
													HR Pay Out Month							
2		3		4		5		6		7		8								
	MONTHLY - PAYDAY TS Due/Approved			TS Entered						SM - PAYDAY										
9		10		11		12		13		14		15								
			Monthly HR Day One Cutoff@4:00PM			UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)		DBT's Due - SM		Payroll - Additional Pay Cut Off										
	DBT's Due - Monthly									HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase)										
										1st Semi HR Day One Cutoff@4:00PM										
16		17		18		19		20		21		22								
	TS Due/Approved			TS Entered				DBT's Due - SM		SM - PAYDAY										
23		24		25		26		27		28		29								
	Christmas Eve Holiday			***Christmas Holiday***			***Holiday***			***Holiday***										
30		31																		
	New Year's Eve ***Holiday***																			
	2nd Semi HR Day One Cutoff@4:00PM																			

2019 January 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
		New Year's Day				
		Holiday	MONTHLY - PAYDAY	TS Entered		
		HR Audits Effective Date	TS DUE/Approved			
		HR Pay Out Month				
			UT Retirement Mgt Sys Effective Date			
6	7	8	9	10	11	12
		SM - PAYDAY				
13	14	15	16	17	18	19
	DBT's Due - SM	1st Semi HR Day One Cutoff@4:00PM		DBT's Due - Monthly		
	Spring Classes Begin	Payroll - Additional Pay Cut Off	TS Due/Approved	TS Entered		
	UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)	HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase)				
20	21	22	23	24	25	26
	President's Day Holiday					
		Monthly HR Day One Cutoff@4:00PM	SM - PAYDAY			
27	28	29	30	31		
			Census Date	2nd Semi HR Day One Cutoff@4:00PM		
			DBT's Due - SM			

2019 February 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
					HR Pay Out Month	
					HR Audits Effective Date	
					MONTHLY - PAYDAY	
					TS Due/Approved	
					UT Retirement Mgt Sys Effective Date	
3	4	5	6	7	8	9
	TS Entered			SM - PAYDAY		
10	11	12	13	14	15	16
					HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase)	
				DBT's Due - SM	Payroll - Additional Pay Cut Off	
				UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)	1st Semi HR Day One Cutoff@4:00PM	
17	18	19	20	21	22	23
	President's Day **Bank Holiday**					
		TS Entered		Monthly HR Day One Cutoff@4:00PM	SM - PAYDAY	
	TS Due/Approved	DBT's Due - Monthly				
24	25	26	27	28		
			DBT's Due - SM	2nd Semi HR Day One Cutoff@4:00PM		

2019		May		2019		
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			HR Pay Out Month			
			HR Audits Effective Date			
			MONTHLY - PAYDAY	TS Entered		
			TS Due/Approved			
			UT Retirement Mgt Sys Effective Date			
5	6	7	8	9	10	11
		SM - PAYDAY				
12	13	14	15	16	17	18
			HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase)			
		DBT's Due - SM	Payroll - Additional Pay Cut Off	TS Due/Approved	TS Entered	
		UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)	1st Semi HR Day One Cutoff@4:00PM		DBT's Due - Monthly	
19	20	21	22	23	24	25
		Monthly HR Day One Cutoff@4:00PM	SM - PAYDAY			
26	27	28	29	30	31	
	Memorial Day Holiday			2nd Semi HR Day One Cutoff@4:00PM		
				DBT's Due - SM		

2019							June	2019
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1		
						UT Retirement Mgt Sys Effective Date		
						HR Audits Effective Date		
						HR Pay Out Month		
2	3	4	5	6	7	8		
	MONTHLY - PAYDAY TS Due/Approved	TS Entered			SM - PAYDAY			
9	10	11	12	13	14	15		
					HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase)			
				DBT's Due - SM	Payroll - Additional Pay Cut Off			
					1st Semi HR Day One Cutoff@4:00PM			
					UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)			
16	17	18	19	20	21	22		
	TS Due/Approved	TS Entered		Monthly HR Day One Cutoff@4:00PM	SM - PAYDAY			
		DBT's Due - Monthly						
23	24	25	26	27	28	29		
					2nd Semi HR Day One Cutoff@4:00PM			
				DBT's Due - SM				
30								

2019 July 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	HR Pay Out Month			***4th of July Holiday***		
	HR Audits Effective Date					
	MONTHLY - PAYDAY	TS Entered				
	TS Due/Approved					
	UT Retirement Mgt Sys Effective Date					
7	8	9	10	11	12	13
	SM - PAYDAY				DBT's Due - SM	
14	15	16	17	18	19	20
	HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase)					
UT Retirement Mgt Sys Due Date / (UT Saver Voluntary Retirement Elections and Changes)	1st Semi HR Day One Cutoff@4:00PM	TS Due/Approved	TS Entered			
	Payroll - Additional Pay Cut Off				DBT's Due - Monthly	
	Annual Enrollment Start					
21	22	23	24	25	26	27
	SM - PAYDAY					
	Monthly HR Day One Cutoff@4:00PM					
28	29	30	31			
			2nd Semi HR Day One Cutoff@4:00PM			
	DBT's Due - SM		Annual Enrollment End 11:59PM			

2019 August 2019						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				HR Pay Out Month		
				HR Audits Effective Date		
				MONTHLY - PAYDAY	TS Entered	
				TS Due/Approved		
				UT Retirement Mgt Sys Effective Date		
4	5	6	7	8	9	10
			SM - PAYDAY			
11	12	13	14	15	16	17
				HR Audits Due Date(Promotions, Progression, Reclass, Salary Increase)		
			DBT's Due - SM	Payroll - Additional Pay Cut Off	TS Due/Approved	
			UT Retirement Mgt Sys Due Date (UT Saver Voluntary Retirement Elections and Changes)	1st Semi HR Day One Cutoff@4:00PM		
18	19	20	21	22	23	24
	TS Entered	DBT's Due - Monthly		SM - PAYDAY		
				Monthly HR Day One Cutoff@4:00PM		
25	26	27	28	29	30	31
				DBT's Due - SM	2nd Semi HR Day One Cutoff@4:00PM	

2019							September							2019						
Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday								
1	2	3	4	5	6	7														
HR Audits Effective Date	***Labor Day Holiday***																			
HR Pay Out Month		MONTHLY - PAYDAY	TS Entered																	
UT Retirement Mgt Sys Effective Date		TS Due/Approved		Fall Census Date																
8	9	10	11	12	13	14														
	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)															
15	16	17	18	19	20	21														
	TS Due/Approved	TS Entered	DBT's Due - Monthly		SM - PAYDAY															
					Monthly HR Day One Cutoff@4:00PM															
22	23	24	25	26	27	28														
					DBT's Due - SM															
29	30																			
		2nd Semi HR Day One Cutoff@4:00PM																		