

Cut-Offs for Employee Data Forms and Timesheets for Pays of Dec 26, 2019- Dec 10, 2020

Pay Date		All Dataforms & E-mail affecting appointments must be received in HR by Noon	Department Appointment Entry Access to HRER 10:00 pm	Period for Time Reporting	All Time Entry 10 am
26-Dec-19 deposited Dec 24	**	December 16	December 16	December 6 - December 19	December 17
9-Jan-20	**	January 3	January 5	December 20 - January 2	January 6
23-Jan-20		January 16	January 16	January 3 - January 16	January 17
6-Feb-20		January 30	January 30	January 17 - January 30	January 31
20-Feb-20		February 13	February 13	January 31 - February 13	February 14
5-Mar-20		February 27	February 27	February 14 - February 27	February 28
19-Mar-20		March 12	March 12	February 28 - March 12	March 13
2-Apr-20		March 26	March 26	March 13 - March 26	March 27
16-Apr-20	**	April 9	April 12	March 27 - April 9	April 13
30-Apr-20		April 23	April 23	April 10 - April 23	April 24
14-May-20		May 7	May 7	April 24 - May 7	May 8
28-May-20		May 21	May 21	May 8 - May 21	May 22
11-Jun-20		June 4	June 4	May 22 - June 4	June 5
25-Jun-20		June 18	June 18	June 5 - June 18	June 19
9-Jul-20		July 2	July 2	June 19 - July 2	July 3
23-Jul-20		July 16	July 16	July 3 - July 16	July 17
6-Aug-20		July 30	July 30	July 17 - July 30	July 31
20-Aug-20		August 13	August 13	July 31 - August 13	August 14
3-Sep-20		August 27	August 27	August 14 - August 27	August 28
17-Sep-20		September 10	September 10	August 28 - September 10	September 11
1-Oct-20		September 24	September 24	September 11 - September 24	September 25
15-Oct-20		October 8	October 8	September 25 - October 8	October 9
29-Oct-20		October 22	October 22	October 9 - October 22	October 23
12-Nov-20		November 5	November 5	October 23 - November 5	November 6
26-Nov-20		November 19	November 19	November 6 - November 19	November 20
10-Dec-20		December 3	December 3	November 20 - December 3	December 4

**** Denotes change to regular schedule**

Cut-off times and deadlines are firm.

Departments are responsible for ensuring the timely submission of their data forms and time entry.