### January

1st and 20th Holiday

2nd: Dept time entry ends at 11:59AM
3rd: Payroll reports available, 8am
6th: Payroll Edits due at noon
8th: Payroll closes at noon
9th: Print and Mail checks
13th-16th: Adjustment checks
17th: Paperwork/EPAF Deadline
24th: Supplemental Payday

Jan 31st 11:59 pm: Web time entry due

### April

1st: 11:59am: Dept time entry closes
1st: 7:00 pm: WTE approver deadline
3rd: Payroll reports available, 8am
7th: Payroll Edits due at noon
8th: Payroll closes at noon
9th: Print and mail checks
13th-16th: Adjustment checks
20th: Paperwork/EPAF deadline
24th: Supplemental Payday
30th: 11:59pm Web time entry due

### February

17th Holiday

3rd 11:59am: Dept time entry closes
3rd 7:00 pm: WTE approver deadline
3rd: Payroll reports available, 8am
6th: Payroll Edits due at noon
7th: Payroll closes at noon
10th: Payday-Direct deposits
13th-16th: Adjustment checks
17th: Paperwork/EPAF Deadline
24th: Supplemental Payday
29th: 11:59pm Web time entry due

### May

25th Holiday

1st 11:59am: Dept time entry closes
1st 7:00 pm: WTE approver deadline
5th: Payroll reports available, 8am
6th: Payroll Edits due at noon
7th: Payroll closes at noon
8th: Print and mail checks
11th: Payday-Direct deposits
12th-15th: Adjustment checks
20th: Paperwork/EPAF deadline
26th: Supplemental Payday
31st: 11:59pm Web time entry due

### June

2nd 11:59am: Dept time entry closes
2nd 7:00 pm: WTE approver deadline
4th: Payroll reports available, 8am
6th: Payroll Edits due at noon
9th: Payroll closes at noon
10th: Print and mail checks
11th: Payday-Direct deposits
12th-13th, 16th-17th: Adjustment checks
20th: Paperwork/EPAF deadline
26th: Supplemental Payday
31st 11:59pm: Web time entry due
<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Highlighted Dates</th>
</tr>
</thead>
</table>
| 2020 | JUL   | 3rd Holiday: 1st 11:59am: Dept time entry closes  
1st 7:00 PM: WTE approver deadline  
6th: Payroll reports available, 8am  
7th: Payroll Edits due at noon  
8th: Payroll closes at noon  
9th: Print and mail checks  
10th: Payday-Direct deposits  
10th at noon: Payroll FY20 ends  
10th - FY20 adjustment checks  
13th-16th FY21 Adjustment checks  
20th: Paperwork/EPAF deadline  
24th: Supplemental Payday  
31st: 11:59pm Web time entry due |
|       | OCT   | 1st 11:59am: Dept time entry closes  
1st 7:00pm: WTE approver deadline  
5th: Payroll reports available, 8am  
6th: Payroll Edits due at noon  
7th: Payroll closes at noon  
8th: Print and mail checks  
9th: Payday-Direct deposits  
13th-15th: Adjustment checks  
20th: Paperwork/EPAF deadline  
26th: Supplemental Payday  
31st: 11:59pm Web time entry due |
|       | AUG   | 3rd 11:59am: Dept time entry closes  
3rd 7:00 pm: WTE approver deadline  
5th: Payroll reports available, 8am  
6th: Payroll Edits due at noon  
7th: Payroll closes at noon  
10th: Print and mail checks  
11th: Payday-Direct deposits  
12th-14th, 17th: Adjustment checks  
20th: Paperwork/EPAF deadline  
26th: Supplemental Payday  
31st: 11:59pm Web time entry due |
|       | SEP   | 7th Holiday: 1st 11:59 am: Dept time entry closes  
1st 7:00 pm: WTE approver deadline  
3rd: Payroll reports available, 8am  
8th: Payroll edits due at noon  
9th: Payroll closes at noon  
10th: Print and mail checks  
11th: Payday-Direct deposits  
14th-17th: Adjustment checks  
18th: Paperwork/EPAF deadline  
25th: Supplemental Payday  
30th: 11:59pm Web time entry due |
|       | DEC   | 25th Holiday: 1st 11:59am: Dept time entry closes  
1st 7:00 pm: WTE approver deadline  
3rd: Payroll reports available, 8am  
8th: Payroll Edits due at noon  
9th: Payroll closes at noon  
10th: Print and mail checks  
11th: Payday-Direct deposits  
14th-17th: Adjustment checks  
18th: Paperwork/EPAF deadline  
24th: Supplemental Payday  
31st: 11:59pm Web time entry due |