OPRS PAYROLL OPERATIONS

PeopleSoft Group 2

2017 Time Entry Schedule Corrected Copy

	Time & Labor							Payroll				
Pay Period	Date		Time Entry Deadline	Corrections & Approvals Deadline	TIME ADMINISTRATION			Presheet Audit	HR / Benefits cutoff	Payroll Processing	Certify Payroll	Check Date
1	11-Dec	24-Dec	27-Dec	28-Dec	15-Dec	Thru	28-Dec	27-Dec	28-Dec	29-Dec	30-Dec	6-Jan
*2	25-Dec	7-Jan	10-Jan	11-Jan	29-Dec	Thru	11-Jan	10-Jan	11-Jan	12-Jan	13-Jan	19-Jan
3	8-Jan	21-Jan	24-Jan	25-Jan	12-Jan	Thru	25-Jan	24-Jan	25-Jan	26-Jan	27-Jan	3-Feb
4	22-Jan	4-Feb	7-Feb	8-Feb	26-Jan	Thru	8-Feb	7-Feb	8-Feb	9-Feb	10-Feb	17-Feb
5	5-Feb	18-Feb	21-Feb	22-Feb	9-Feb	Thru	22-Feb	21-Feb	22-Feb	23-Feb	24-Feb	3-Mar
6	19-Feb	4-Mar	7-Mar	8-Mar	23-Feb	Thru	8-Mar	7-Mar	8-Mar	9-Mar	10-Mar	17-Mar
7	5-Mar	18-Mar	21-Mar	22-Mar	9-Mar	Thru	22-Mar	21-Mar	22-Mar	23-Mar	24-Mar	31-Mar
8	19-Mar	1-Apr	4-Apr	5-Apr	23-Mar	Thru	5-Apr	4-Apr	5-Apr	6-Apr	7-Apr	14-Apr
9	2-Apr	15-Apr	18-Apr	19-Apr	6-Apr	Thru	19-Apr	18-Apr	19-Apr	20-Apr	21-Apr	28-Apr
10	16-Apr	29-Apr	2-May	3-May	20-Apr	Thru	3-May	2-May	3-May	4-May	5-May	12-May
11	30-Apr	13-May	16-May	17-May	4-May	Thru	17-May	16-May	17-May	18-May	19-May	26-May
12	14-May	27-May	30-May	31-May	18-May	Thru	31-May	30-May	31-May	1-Jun	2-Jun	9-Jun
13	28-May	10-Jun	13-Jun	14-Jun	1-Jun	Thru	14-Jun	13-Jun	14-Jun	15-Jun	16-Jun	23-Jun
14	11-Jun	24-Jun	26-Jun	27-Jun	15-Jun	Thru	27-Jun	26-Jun	27-Jun	28-Jun	29-Jun	7-Jul
15	25-Jun	8-Jul	11-Jul	12-Jul	28-Jun	Thru	12-Jul	11-Jul	12-Jul	13-Jul	14-Jul	21-Jul
16	9-Jul	22-Jul	25-Jul	26-Jul	13-Jul	Thru	26-Jul	25-Jul	26-Jul	27-Jul	28-Jul	4-Aug
17	23-Jul	5-Aug	8-Aug	9-Aug	27-Jul	Thru	9-Aug	8-Aug	9-Aug	10-Aug	11-Aug	18-Aug
18	6-Aug	19-Aug	22-Aug	23-Aug	10-Aug	Thru	23-Aug	22-Aug	23-Aug	24-Aug	25-Aug	1-Sep
19	20-Aug	2-Sep	5-Sep	6-Sep	24-Aug	Thru	6-Sep	5-Sep	6-Sep	7-Sep	8-Sep	15-Sep
20	3-Sep	16-Sep	19-Sep	20-Sep	7-Sep	Thru	20-Sep	19-Sep	20-Sep	21-Sep	22-Sep	29-Sep
21	17-Sep	30-Sep	3-Oct	4-Oct	21-Sep	Thru	4-Oct	3-Oct	4-Oct	5-Oct	6-Oct	13-Oct
22	1-Oct	14-Oct	17-Oct	18-Oct	5-Oct	Thru	18-Oct	17-Oct	18-Oct	19-Oct	20-Oct	27-Oct
23	15-Oct	28-Oct	30-Oct	31-Oct	19-Oct	Thru	31-Oct	30-Oct	31-Oct	1-Nov	2-Nov	9-Nov
24	29-Oct	11-Nov	14-Nov	15-Nov	1-Nov	Thru	15-Nov	14-Nov	15-Nov	16-Nov	17-Nov	24-Nov
25	12-Nov	25-Nov	28-Nov	29-Nov	16-Nov	Thru	29-Nov	28-Nov	29-Nov	30-Nov	1-Dec	8-Dec
26	26-Nov	9-Dec	12-Dec	13-Dec	30-Nov	Thru	13-Dec	12-Dec	13-Dec	14-Dec	15-Dec	22-Dec

*Pay Period 2 check date changed due to Inauguration Day January 20, 2017