PAYROLL CYCLE TIMELINE

Consult the monthly pay calendars for deadlines.

* These deadlines are recommendations only. Check with your department for exact deadlines.

** Job changes include terminations, group terminations, new hires, etc. Run CU_HCM_REPORTED_TIME query to identify any batches or time transactions that need to be approved for the upcoming payroll.

*** If you miss the monthly or biweekly deadline, use the off-cycle that pays out nearest to the expected pay day.

****If you miss the pull request deadline, please contact Employee Services for next steps.