



PAYROLL DEADLINES

Significant Dates

Cut Off To Payroll

All Timesheets, Overload, Direct Deposit Changes Etc.

Extract Red Rover for payroll

Payroll pulls reports from Red Rover and has to verify absences and pay for the employees

Prenote Direct Deposits

This processes any changes or new to the a direct deposit for payroll

All items from HR will go to Payroll

This is HR's cut off to payroll for the current month of payroll

Processing the first part of payroll

This is where the you will see your check in employee access and if changes need to be made, call payroll

Payday

August

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	*30

November

Mon	Tue	Wed	Thu	Fri
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January

Mon	Tue	Wed	Thu	Fri
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	*22
25	26	27	28	29

February

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March

Mon	Tue	Wed	Thu	Fri
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April

Mon	Tue	Wed	Thu	Fri
			1	*2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May

Mon	Tue	Wed	Thu	Fri
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June

Mon	Tue	Wed	Thu	Fri
	1	2	3	4
7	8	9	10	11
14	15	*16	17	18
21	22	23	24	25
28	29	30		

July

Mon	Tue	Wed	Thu	Fri
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30