

OPRS PAYROLL OPERATIONS

PeopleSoft Group I

2015 Time Entry Schedule

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	14-Dec	27-Dec	26-Dec	29-Dec	17-Dec	Thru	29-Dec	26-Dec	29-Dec	30-Dec	31-Dec	6-Jan
2	28-Dec	10-Jan	12-Jan	13-Jan	31-Dec	Thru	13-Jan	12-Jan	13-Jan	14-Jan	15-Jan	20-Jan
3	11-Jan	24-Jan	26-Jan	27-Jan	14-Jan	Thru	27-Jan	26-Jan	27-Jan	28-Jan	29-Jan	3-Feb
4	25-Jan	7-Feb	9-Feb	10-Feb	28-Jan	Thru	10-Feb	9-Feb	10-Feb	11-Feb	12-Feb	17-Feb
5	8-Feb	21-Feb	23-Feb	24-Feb	11-Feb	Thru	24-Feb	23-Feb	24-Feb	25-Feb	26-Feb	3-Mar
6	22-Feb	7-Mar	9-Mar	10-Mar	26-Feb	Thru	10-Mar	9-Mar	10-Mar	11-Mar	12-Mar	17-Mar
7	8-Mar	21-Mar	23-Mar	24-Mar	11-Mar	Thru	24-Mar	23-Mar	24-Mar	25-Mar	26-Mar	31-Mar
8	22-Mar	4-Apr	6-Apr	7-Apr	25-Mar	Thru	7-Apr	6-Apr	7-Apr	8-Apr	9-Apr	14-Apr
9	5-Apr	18-Apr	20-Apr	21-Apr	8-Apr	Thru	21-Apr	20-Apr	21-Apr	22-Apr	23-Apr	28-Apr
10	19-Apr	2-May	4-May	5-May	22-Apr	Thru	5-May	4-May	5-May	6-May	7-May	12-May
11	3-May	16-May	18-May	19-May	6-May	Thru	19-May	18-May	19-May	20-May	21-May	26-May
12	17-May	30-May	1-Jun	2-Jun	20-May	Thru	2-Jun	1-Jun	2-Jun	3-Jun	4-Jun	9-Jun
13	31-May	13-Jun	15-Jun	16-Jun	3-Jun	Thru	16-Jun	15-Jun	16-Jun	17-Jun	18-Jun	23-Jun
14	14-Jun	27-Jun	26-Jun	29-Jun	17-Jun	Thru	29-Jun	26-Jun	29-Jun	30-Jun	1-Jul	7-Jul
15	28-Jun	11-Jul	13-Jul	14-Jul	1-Jul	Thru	14-Jul	13-Jul	14-Jul	15-Jul	16-Jul	21-Jul
16	12-Jul	25-Jul	27-Jul	28-Jul	15-Jul	Thru	28-Jul	27-Jul	28-Jul	29-Jul	30-Jul	4-Aug
17	26-Jul	8-Aug	10-Aug	11-Aug	29-Jul	Thru	11-Aug	10-Aug	11-Aug	12-Aug	13-Aug	18-Aug
18	9-Aug	22-Aug	24-Aug	25-Aug	12-Aug	Thru	25-Aug	24-Aug	25-Aug	26-Aug	27-Aug	1-Sep
19	23-Aug	5-Sep	4-Sep	8-Sep	26-Aug	Thru	8-Sep	4-Sep	8-Sep	9-Sep	10-Sep	15-Sep
20	6-Sep	19-Sep	21-Sep	22-Sep	9-Sep	Thru	22-Sep	21-Sep	22-Sep	23-Sep	24-Sep	29-Sep
21	20-Sep	3-Oct	5-Oct	6-Oct	23-Sep	Thru	6-Oct	5-Oct	6-Oct	7-Oct	8-Oct	13-Oct
22	4-Oct	17-Oct	19-Oct	20-Oct	7-Oct	Thru	20-Oct	19-Oct	20-Oct	21-Oct	22-Oct	27-Oct
23	18-Oct	31-Oct	2-Nov	3-Nov	21-Oct	Thru	3-Nov	2-Nov	3-Nov	4-Nov	5-Nov	10-Nov
24	1-Nov	14-Nov	16-Nov	17-Nov	4-Nov	Thru	17-Nov	16-Nov	17-Nov	18-Nov	19-Nov	24-Nov
25	15-Nov	28-Nov	30-Nov	1-Dec	18-Nov	Thru	1-Dec	30-Nov	1-Dec	2-Dec	3-Dec	8-Dec
26	29-Nov	12-Dec	11-Dec	14-Dec	2-Dec	Thru	14-Dec	11-Dec	14-Dec	15-Dec	16-Dec	22-Dec

