# OPRS Payroll Operations
# PeopleSoft Group 6
# 2015 Time Entry Schedule

| Time & Labor | | | | | | | | | Payroll | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Pay Period | Date | | Pay Roster & Addl Pay Deadline | Time Entry Deadline | Corrections & Approvals Deadline | Time Administration Will Run: | | | Pre-sheet Audit | HR / Benefits cutoff | Payroll Processing | Certify Payroll | Check Date |
| 1 | 1-Dec | 15-Dec | 18-Dec | 19-Dec | 22-Dec | 9-Dec | Thru | 22-Dec | 19-Dec | 22-Dec | 23-Dec | 24-Dec | 2-Jan |
| 2 | 16-Dec | 31-Dec | 6-Jan | 7-Jan | 8-Jan | 24-Dec | Thru | 8-Jan | 7-Jan | 8-Jan | 9-Jan | 12-Jan | 16-Jan |
| 3 | 1-Jan | 15-Jan | 16-Jan | 20-Jan | 21-Jan | 8-Jan | Thru | 21-Jan | 20-Jan | 21-Jan | 22-Jan | 23-Jan | 2-Feb |
| 4 | 16-Jan | 31-Jan | 3-Feb | 4-Feb | 5-Feb | 23-Jan | Thru | 5-Feb | 4-Feb | 5-Feb | 6-Feb | 9-Feb | 17-Feb |
| 5 | 1-Feb | 15-Feb | 19-Feb | 20-Feb | 23-Feb | 9-Feb | Thru | 23-Feb | 20-Feb | 23-Feb | 24-Feb | 25-Feb | 2-Mar |
| 6 | 16-Feb | 28-Feb | 3-Mar | 4-Mar | 5-Mar | 23-Feb | Thru | 5-Mar | 4-Mar | 5-Mar | 6-Mar | 9-Mar | 16-Mar |
| 7 | 1-Mar | 15-Mar | 17-Mar | 18-Mar | 19-Mar | 6-Mar | Thru | 19-Mar | 18-Mar | 19-Mar | 20-Mar | 23-Mar | 1-Apr |
| 8 | 16-Mar | 31-Mar | 2-Apr | 3-Apr | 6-Apr | 23-Mar | Thru | 6-Apr | 3-Apr | 6-Apr | 7-Apr | 8-Apr | 17-Apr |
| 9 | 1-Apr | 15-Apr | 20-Apr | 21-Apr | 22-Apr | 8-Apr | Thru | 22-Apr | 21-Apr | 22-Apr | 23-Apr | 24-Apr | 1-May |
| 10 | 16-Apr | 30-Apr | 4-May | 5-May | 6-May | 23-Apr | Thru | 6-May | 5-May | 6-May | 7-May | 8-May | 15-May |
| 11 | 1-May | 15-May | 19-May | 20-May | 21-May | 8-May | Thru | 21-May | 20-May | 21-May | 22-May | 25-May | 1-Jun |
| 12 | 16-May | 31-May | 2-Jun | 3-Jun | 4-Jun | 22-May | Thru | 4-Jun | 3-Jun | 4-Jun | 5-Jun | 8-Jun | 16-Jun |
| 13 | 1-Jun | 15-Jun | 17-Jun | 18-Jun | 19-Jun | 8-Jun | Thru | 19-Jun | 18-Jun | 19-Jun | 22-Jun | 23-Jun | 1-Jul |
| 14 | 16-Jun | 30-Jun | 2-Jul | 6-Jul | 7-Jul | 23-Jun | Thru | 7-Jul | 6-Jul | 7-Jul | 8-Jul | 9-Jul | 16-Jul |
| 15 | 1-Jul | 15-Jul | 17-Jul | 20-Jul | 21-Jul | 9-Jul | Thru | 21-Jul | 20-Jul | 21-Jul | 22-Jul | 23-Jul | 31-Jul |
| 16 | 16-Jul | 31-Jul | 4-Aug | 5-Aug | 6-Aug | 23-Jul | Thru | 6-Aug | 5-Aug | 6-Aug | 7-Aug | 10-Aug | 17-Aug |
| 17 | 1-Aug | 15-Aug | 18-Aug | 19-Aug | 20-Aug | 7-Aug | Thru | 20-Aug | 19-Aug | 20-Aug | 21-Aug | 24-Aug | 1-Sep |
| 18 | 16-Aug | 31-Aug | 2-Sep | 3-Sep | 4-Sep | 21-Aug | Thru | 4-Sep | 3-Sep | 4-Sep | 8-Sep | 9-Sep | 16-Sep |
| 19 | 1-Sep | 15-Sep | 17-Sep | 18-Sep | 21-Sep | 9-Sep | Thru | 21-Sep | 18-Sep | 21-Sep | 22-Sep | 23-Sep | 1-Oct |
| 20 | 16-Sep | 30-Sep | 2-Oct | 5-Oct | 6-Oct | 23-Sep | Thru | 6-Oct | 5-Oct | 6-Oct | 7-Oct | 8-Oct | 16-Oct |
| 21 | 1-Oct | 15-Oct | 19-Oct | 20-Oct | 21-Oct | 8-Oct | Thru | 21-Oct | 20-Oct | 21-Oct | 22-Oct | 23-Oct | 2-Nov |
| 22 | 16-Oct | 31-Oct | 3-Nov | 4-Nov | 5-Nov | 23-Oct | Thru | 5-Nov | 4-Nov | 5-Nov | 6-Nov | 9-Nov | 16-Nov |
| 23 | 1-Nov | 15-Nov | 17-Nov | 18-Nov | 19-Nov | 6-Nov | Thru | 19-Nov | 18-Nov | 19-Nov | 20-Nov | 23-Nov | 1-Dec |
| 24 | 16-Nov | 30-Nov | 2-Dec | 3-Dec | 4-Dec | 23-Nov | Thru | 4-Dec | 3-Dec | 4-Dec | 7-Dec | 8-Dec | 16-Dec |
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