

Fiscal Year 2019 Monthly Pay Periods

<i>Month</i>	<i>Monthly Pay Cycle Initiated</i>	<i>Dept. Review Deadline</i>	<i>Paydate</i>
September	9/18/18	9/24/18	Monday, October 1, 2018
October	10/17/18	10/24/18	Thursday, November 1, 2018
November	11/14/18	11/26/18	Monday, December 3, 2018
December	12/12/18	12/17/18	Tuesday, January 2, 2019
January	1/17/19	1/23/19	Friday, February 1, 2019
February	2/14/19	2/20/19	Friday, March 1, 2019
March	3/18/19	3/25/19	Monday, April 1, 2019
April	4/18/19	4/24/19	Wednesday, May 1, 2019
May	5/20/19	5/27/19	Monday, June 3, 2019
June	6/18/19	6/24/19	Monday, July 1, 2019
July	7/18/19	7/24/19	Thursday, August 1, 2019
August	8/15/19	8/21/19	Tuesday, September 3, 2019

Monthly Pay Cycle Initiated – This date indicates when the **“Pay Calculation Report for Period”** report is available to run & review by the HR Contact.

- The monthly pay cycle usually opens at 9am. Payroll will send an email reminder to HR Contacts when the pay cycle is initiated in case it opens late/early. If you are an HR Contact and you are not receiving these notifications (or you would like to receive them), email maria.alaffa@tamucc.edu.
- Departments are encourage to keep track of any routing Business Processes (BPs) for the month and to run this report to confirm that their changes have completed.
- **Instructions for Running report (*Note: Only those with a HR Contact security role can run this report):**
 1. Type report name on the workday search bar, “Pay Calculation for a period”
 2. Complete the search criteria:
Periods >>Current Periods in Progress>> 01/01/20XX – 01/31/20XX (monthly)
Organization>>>type/search supervisory org (s) you wish to review (*Note: make sure that you choose the top member on supervisory org to view all subordinates)
Include Subordinate Organizations (make sure this is checked off)
 3. Click, **OK**

Dept. Review Deadline – Review of the Pay Calculation report should be completed by the end of the day/5PM on the review deadline listed on the above schedule to ensure all your changes are captured for the month.

- Payroll will calculate the morning after the “Dept. Review Deadline” @9am.
- Any BPs completed after the deadline will be captured on the retro process and will be paid on the employee’s next on cycle payroll. If you are terminating an employee, last minute and you cannot meet the deadline, contact payroll (Maria Alaffa x5884/maria.alaffa@tamucc.edu) immediately to manually adjust/remove employee’s payroll to avoid overpayment.

Paydate – Employees are paid on the first working day of the month.