

## 2018 Retirement/Termination Cutoff Dates

### Retirements

The cutoff date for submission of retirements to State Payroll is Tuesday night of time entry week. ***This deadline changes to Wednesday when necessitated by a holiday observed on Monday.*** All of the following need to be completed by the deadline:

- 1) All of the time for the final pay period has been entered, approved and updated through time evaluation in SAP.
- 2) The retirement action along with comments that list the payouts is completed in HRE up to and including the “Submit for Approval” step.
- 3) The retirement benefits estimate Excel spreadsheet has been completed and emailed to State Payroll at [payroll@utah.gov](mailto:payroll@utah.gov).
- 4) The online electronic retirement worksheet has been completed and e-signed by the preparer and the employee.

**If any of the requirements listed above are not completed by the deadline the retirement will not be processed until the payday following completion of all four steps.**

### Terminations

The cutoff dates for submission of terminations are listed below. State Payroll audits the termination entry in HRE and enters the payouts in SAP prior to the run of preliminary payroll. All HRE termination entries (including the “Submit for Approval” step) and SAP time entries (and approvals) need to be completed by 2 p.m. on Thursday of time entry week. ***This deadline changes to Wednesday when necessitated by a holiday as indicated below.***

Pay Period	Pay Period Dates	Cutoff Date	Cutoff Day	Prelim Payroll	Final Payroll	Pay Date
01/2018	01/13 – 01/26	02/01	Thursday	02/05	02/06	02/09/2018
<b>02/2018</b>	<b>01/27 – 02/09</b>	<b>02/14</b>	<b>Wednesday</b>	<b>02/16</b>	<b>02/20</b>	<b>02/23/2018</b>
03/2018	02/10 – 02/23	03/01	Thursday	03/05	03/06	03/09/2018
04/2018	02/24 – 03/09	03/15	Thursday	03/19	03/20	03/23/2018
05/2018	03/10 – 03/23	03/29	Thursday	04/02	04/03	04/06/2018
06/2018	03/24 – 04/06	04/12	Thursday	04/16	04/17	04/20/2018
07/2018	04/07 – 04/20	04/26	Thursday	04/30	05/01	05/04/2018
08/2018	04/21 – 05/04	05/10	Thursday	05/14	05/15	05/18/2018
<b>09/2018</b>	<b>05/05 – 05/18</b>	<b>05/23</b>	<b>Wednesday</b>	<b>05/25</b>	<b>05/29</b>	<b>06/01/2018</b>
10/2018	05/19 – 06/01	06/07	Thursday	06/11	06/12	06/15/2018
11/2018	06/02 – 06/15	06/21	Thursday	06/25	06/26	06/29/2018
12/2018	06/16 – 06/29	07/05	Thursday	07/09	07/10	07/13/2018
<b>13/2018</b>	<b>06/30 – 07/13</b>	<b>07/18</b>	<b>Wednesday</b>	<b>07/20</b>	<b>07/23</b>	<b>07/27/2018</b>
14/2018	07/14 – 07/27	08/02	Thursday	08/06	08/07	08/10/2018
15/2018	07/28 – 08/10	08/16	Thursday	08/20	08/21	08/24/2018
<b>16/2018</b>	<b>08/11 – 08/24</b>	<b>08/29</b>	<b>Wednesday</b>	<b>08/31</b>	<b>09/04</b>	<b>09/07/2018</b>
17/2018	08/25 – 09/07	09/13	Thursday	09/17	09/18	09/21/2018
18/2018	09/08 – 09/21	09/27	Thursday	10/01	10/02	10/05/2018
19/2018	09/22 – 10/05	10/11	Thursday	10/15	10/16	10/19/2018
20/2018	10/06 – 10/19	10/25	Thursday	10/29	10/30	11/02/2018
<b>21/2018</b>	<b>10/20 – 11/02</b>	<b>11/07</b>	<b>Wednesday</b>	<b>11/09</b>	<b>11/13</b>	<b>11/16/2018</b>
<b>22/2018</b>	<b>11/03 – 11/16</b>	<b>11/21</b>	<b>Wednesday</b>	<b>11/26</b>	<b>11/27</b>	<b>11/30/2018</b>
23/2018	11/17 – 11/30	12/06	Thursday	12/10	12/11	12/14/2018
<b>24/2018</b>	<b>12/01 – 12/14</b>	<b>12/19</b>	<b>Wednesday</b>	<b>12/21</b>	<b>12/24</b>	<b>12/28/2018</b>
25/2018	12/15 – 12/28	01/03	Thursday	01/07	01/08	01/11/2019
<b>26/2018</b>	<b>12/29 – 01/11</b>	<b>01/16</b>	<b>Wednesday</b>	<b>01/18</b>	<b>01/22</b>	<b>01/25/2019</b>