



2019



DIVISION OF FINANCE

Calendar

DECEMBER 2018						
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FEBRUARY 2019						
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JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <i>ESS time entry (PP 26)</i> New Year's Day 1	2 Retirement cut-off (PP 25) 2	3 Termination cut-off (PP 25) 3	4 <i>ESS approval cut-off (PP 25)</i> FINET document cut-off Period 6 - Dec. Month End Payroll entry cut-off (PP 25) 4	5 5
6 6	7 Preliminary Payroll (PP 25) 7	8 Final Payroll (PP 25) 8	9 9	10 10	11 Annual leave 'Use or Lose' cut-off for hrs over 320 (includes the accrual for PP 26) <i>ESS time entry cut-off (PP 26)</i> Pay Period End Date (PP 26) Payday (PP 25) 11	12 12
13 13	14 14	15 <i>ESS time entry (PP 01)</i> Retirement cut-off (PP 26) 15	16 Termination cut-off (PP 26) 16	17 <i>ESS approval cut-off (PP 26)</i> Payroll entry cut-off (PP 26) 17	18 Preliminary Payroll (PP 26) 18	19 19
20 20	21 Dr. Martin Luther King, Jr. Day 21	22 Final Payroll (PP 26) 22	23 23	24 24	25 <i>ESS time entry cut-off (PP 01)</i> Pay Period End Date (PP 01) Payday (PP 26) 25	26 26
27 27	28 Legislative Session Begins 28	29 <i>ESS time entry (PP 02)</i> Retirement cut-off (PP 01) 29	30 30	31 Termination cut-off (PP 01) 31		

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MARCH 2019						
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FEBRUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <i>ESS approval cut-off (PP 01)</i> Payroll entry cut-off (PP 01) 32	2 33
3 34	4 Preliminary Payroll (PP 01) 35	5 FINET document cut-off Period 7 - Jan. Month End Final Payroll (PP 01) 36	6 37	7 38	8 <i>ESS time entry cut-off (PP 02)</i> Pay Period End Date (PP 02) Payday (PP 01) 39	9 40
10 41	11 42	12 <i>ESS time entry (PP 03)</i> Retirement cut-off (PP 02) 43	13 44	14 <i>ESS approval cut-off (PP 02)</i> Payroll entry cut-off (PP 02) 45	15 46	16 47
17 48	18 Washington and Lincoln Day 49	19 49	20 51	21 52	22 <i>ESS time entry cut-off (PP 03)</i> Pay Period End Date (PP 03) Payday (PP 02) 53	23 54
24 55	25 56	26 <i>ESS time entry (PP 04)</i> Retirement cut-off (PP 03) 57	27 58	28 59		

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MARCH

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31 90					1 ESS approval cut-off (PP 03) Payroll entry cut-off (PP 03) 60	2 61
3 62	4 Preliminary Payroll (PP 03) 63	5 FINET document cut-off Period 8 - Feb. Month End Final Payroll (PP 03) 64	6 65	7 66	8 ESS time entry cut-off (PP 04) Pay Period End Date (PP 04) Payday (PP 03) 67	9 68
10 69	11 70	12 ESS time entry (PP 05) Retirement cut-off (PP 04) 71	13 72	14 Legislative Session Ends Termination cut-off (PP 04) 73	15 ESS approval cut-off (PP 04) Payroll entry cut-off (PP 04) 74	16 75
17 76	18 Preliminary Payroll (PP 04) 77	19 Final Payroll (PP 04) 78	20 79	21 80	22 ESS time entry cut-off (PP 05) Pay Period End Date (PP 05) Payday (PP 04) 81	23 82
24 83	25 84	26 ESS time entry (PP 06) Retirement cut-off (PP 05) 85	27 86	28 Termination cut-off (PP 05) 87	29 ESS approval cut-off (PP 05) Payroll entry cut-off (PP 05) 88	30 89

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APRIL

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Preliminary Payroll (PP 05) 91	2 Final Payroll (PP 05) 92	3 FINET document cut-off Period 9 - March Month End 93	4 94	5 ESS time entry cut-off (PP 06) Pay Period End Date (PP 06) Payday (PP 05) 95	6 96
7 97	8 98	9 ESS time entry (PP 07) Retirement cut-off (PP 06) 99	10 100	11 Termination cut-off (PP 06) 101	12 ESS approval cut-off (PP 06) Payroll entry cut-off (PP 06) 102	13 103
14 104	15 Preliminary Payroll (PP 06) 105	16 Final Payroll (PP 06) 106	17 107	18 108	19 ESS time entry cut-off (PP 07) Pay Period End Date (PP 07) Payday (PP 06) 109	20 110
21 111	22 112	23 ESS time entry (PP 08) Retirement cut-off (PP 07) 113	24 114	25 Termination cut-off (PP 07) 115	26 ESS approval cut-off (PP 07) Payroll entry cut-off (PP 07) 116	27 117
28 118	29 Preliminary Payroll (PP 07) 119	30 Final Payroll (PP 07) 120				

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			1	2	3 <i>ESS time entry cut-off (PP 08)</i> FINET document cut-off Period 10 - April Month End Pay Period End Date (PP 08) Payday (PP 07)	4
			121	122	123	124
5	6	7 <i>ESS time entry (PP 09)</i> Retirement cut-off (PP 08)	8	9 Termination cut-off (PP 08)	10 <i>ESS approval cut-off (PP 08)</i> Payroll entry cut-off (PP 08)	11
125	126	127	128	129	130	131
12	13 Preliminary Payroll (PP 08)	14 Final Payroll (PP 08)	15	16	17 <i>ESS time entry cut-off (PP 09)</i> Pay Period End Date (PP 09) Payday (PP 08)	18
132	133	134	135	136	137	138
19	20	21 <i>ESS time entry (PP 10)</i> Retirement cut-off (PP 09)	22 Termination cut-off (PP 09)	23 Payroll entry cut-off (PP 09)	24 Preliminary Payroll (PP 09)	25
139	140	141	142	143	144	145
26	27 Memorial Day	28 Final Payroll (PP 09)	29	30	31 <i>ESS time entry cut-off (PP 10)</i> Pay Period End Date (PP 10) Payday (PP 09)	
146	147	148	149	150	151	

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JUNE

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 181						1 152
2 153	3 154	4 <i>ESS time entry (PP 11)</i> Retirement cut-off (PP 10) 155	5 FINET document cut-off Period 11 - May Month End 156	6 Termination cut-off (PP 10) 157	7 <i>ESS approval cut-off (PP 10)</i> Payroll entry cut-off (PP 10) 158	8 159
9 160	10 <i>Preliminary Payroll (PP 10)</i> 161	11 <i>Final Payroll (PP 10)</i> 162	12 163	13 164	14 <i>ESS time entry cut-off (PP 11)</i> Pay Period End Date (PP 11) Payday (PP 10) 165	15 166
16 167	17 168	18 <i>ESS time entry (PP 12)</i> Retirement cut-off (PP 11) 169	19 170	20 Termination cut-off (PP 11) 171	21 <i>ESS approval cut-off (PP 11)</i> Payroll entry cut-off (PP 11) 172	22 173
23 174	24 <i>Preliminary Payroll (PP 11)</i> 175	25 <i>Final Payroll (PP 11)</i> 176	26 177	27 178	28 <i>ESS time entry cut-off (PP 12)</i> Pay Period End Date (PP 12) Payday (PP 11) 179	29 180

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JULY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2 <i>ESS time entry (PP 13)</i> Retirement cut-off (PP 12) 182	3 FINET document cut-off Period 12 - June Month End Termination cut-off (PP 12) 183	4 Independence Day 185	5 <i>ESS approval cut-off (PP 12)</i> Payroll entry cut-off (PP 12) 186	6 187
7 188	8 Preliminary Payroll (PP 12) 189	9 Final Payroll (PP 12) 190	10 191	11 192	12 <i>ESS time entry cut-off (PP 13)</i> Pay Period End Date (PP 13) Payday (PP 12) 193	13 194
14 195	15 196	16 <i>ESS time entry (PP 14)</i> Retirement cut-off (PP 13) 197	17 Termination cut-off (PP 13) 198	18 <i>ESS approval cut-off (PP 13)</i> Payroll entry cut-off (PP 13) 199	19 Preliminary Payroll (PP 13) 200	20 201
21 202	22 Final Payroll (PP 13) 203	23 204	24 Pioneer Day 205	25 206	26 <i>ESS time entry cut-off (PP 14)</i> Pay Period End Date (PP 14) Payday (PP 13) 207	27 208
28 209	29 210	30 <i>ESS time entry (PP 15)</i> Retirement cut-off (PP 14) 211	31 212			

JULY 2019						
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SEPTEMBER 2019						
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AUGUST

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Termination cut-off (PP 14) 213	2 ESS approval cut-off (PP 14) Payroll entry cut-off (PP 14) 214	3 215
4 216	5 FINET document cut-off Period 1 - July Month End Preliminary Payroll (PP 14) 217	6 Final Payroll (PP 14) 218	7 219	8 220	9 ESS time entry cut-off (PP 15) Pay Period End Date (PP 15) Payday (PP 14) 221	10 222
11 223	12 224	13 ESS time entry (PP 16) Retirement cut-off (PP 15) 225	14 226	15 Termination cut-off (PP 15) 227	16 ESS approval cut-off (PP 15) Payroll entry cut-off (PP 15) 228	17 229
18 230	19 Preliminary Payroll (PP 15) 231	20 Final Payroll (PP 15) 232	21 233	22 234	23 ESS time entry cut-off (PP 16) Pay Period End Date (PP 16) Payday (PP 15) 235	24 236
25 237	26 238	27 ESS time entry (PP 17) Retirement cut-off (PP 16) 239	28 Termination cut-off (PP 16) 240	29 ESS approval cut-off (PP 16) Payroll entry cut-off (PP 16) 241	30 Preliminary Payroll (PP 16) 242	31 243

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SEPTEMBER

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 244	2 Labor Day 245	3 Final Payroll (PP 16) 246	4 247	5 FINET document cut-off Period 2 - Aug. Month End 248	6 ESS time entry cut-off (PP 17) Pay Period End Date (PP 17) Payday (PP 16) 249	7 250
8 251	9 252	10 ESS time entry (PP 18) Retirement cut-off (PP 17) 253	11 254	12 Termination cut-off (PP 17) 255	13 ESS approval cut-off (PP 17) Payroll entry cut-off (PP 17) 256	14 257
15 258	16 Preliminary Payroll (PP 17) 259	17 Final Payroll (PP 17) 260	18 261	19 262	20 ESS time entry cut-off (PP 18) Pay Period End Date (PP 18) Payday (PP 17) 263	21 264
22 265	23 266	24 ESS time entry (PP 19) Retirement cut-off (PP 18) 267	25 268	26 Termination cut-off (PP 18) 269	27 ESS approval cut-off (PP 18) Payroll entry cut-off (PP 18) 270	28 271
29 272	30 Preliminary Payroll (PP 18) 273					

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OCTOBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Final Payroll (PP 18) 274	2 275	3 FINET document cut-off Period 3 - Sept. Month End 276	4 ESS time entry cut-off (PP 19) Pay Period End Date (PP 19) Payday (PP 18) 277	5 278
6 279	7 280	8 ESS time entry (PP 20) Retirement cut-off (PP 19) 281	9 Termination cut-off (PP 19) 282	10 ESS approval cut-off (PP 19) Payroll entry cut-off (PP 19) 283	11 Preliminary Payroll (PP 19) 284	12 285
13 286	14 Columbus Day 287	15 Final Payroll (PP 19) 288	16 289	17 290	18 ESS time entry cut-off (PP 20) Pay Period End Date (PP 20) Payday (PP 19) 291	19 292
20 293	21 294	22 ESS time entry (PP 21) Retirement cut-off (PP 20) 295	23 296	24 Termination cut-off (PP 20) 297	25 ESS approval cut-off (PP 20) Payroll entry cut-off (PP 20) 298	26 299
27 300	28 Preliminary Payroll (PP 20) 301	29 Final Payroll (PP 20) 302	30 303	31 304		

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NOVEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 <i>ESS time entry cut-off (PP 21)</i> Pay Period End Date (PP 21) Payday (PP 20) 305	2 306
3 307	4 308	5 <i>ESS time entry (PP 22)</i> FINET document cut-off Period 4 - Oct. Month End <i>Retirement cut-off (PP 21)</i> 309	6 Termination cut-off (PP 21) 310	7 <i>ESS approval cut-off (PP 21)</i> Payroll entry cut-off (PP 21) 311	8 Preliminary Payroll (PP 21) 312	9 313
10 314	11 Veterans' Day 315	12 Final Payroll (PP 21) 316	13 317	14 318	15 <i>ESS time entry cut-off (PP 22)</i> Pay Period End Date (PP 22) Payday (PP 21) 319	16 320
17 321	18 322	19 <i>ESS time entry (PP 23)</i> Retirement cut-off (PP 22) 323	20 Termination cut-off (PP 22) 324	21 <i>ESS approval cut-off (PP 22)</i> Payroll entry cut-off (PP 22) 325	22 Preliminary Payroll (PP 22) 326	23 327
24 328	25 Final Payroll (PP 22) 329	26 330	27 331	28 Thanksgiving Day 332	29 <i>ESS time entry cut-off (PP 23)</i> Pay Period End Date (PP 23) Payday (PP 22) 333	30 334

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DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 335	2 336	3 ESS time entry (PP 24) Retirement cut-off (PP 23) 337	4 FINET document cut-off Period 5 - Nov. Month End 338	5 Termination cut-off (PP 23) 339	6 ESS approval cut-off (PP 23) Payroll entry cut-off (PP 23) 340	7 341
8 342	9 Preliminary Payroll (PP 23) 343	10 Final Payroll (PP 23) 344	11 345	12 346	13 ESS time entry cut-off (PP 24) Pay Period End Date (PP 24) Payday (PP 23) 347	14 348
15 349	16 350	17 ESS time entry (PP 25) Retirement cut-off (PP 24) 351	18 Termination cut-off (PP 24) 352	19 ESS approval cut-off (PP 24) Payroll entry cut-off (PP 24) 353	20 Preliminary Payroll (PP 24) 354	21 355
22 356	23 Final Payroll (PP 24) 357	24 358	25 Christmas Day 359	26 360	27 ESS time entry cut-off (PP 25) Pay Period End Date (PP 25) Payday (PP 24) 361	28 362
29 363	30 364	31 ESS time entry (PP 26) Retirement cut-off (PP 25) 365				

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JANUARY

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 New Year's Day 1	2 Termination cut-off (PP 25) 2	3 ESS approval cut-off (PP 25) Payroll entry cut-off (PP 25) 3	4 4
5 5	6 FINET document cut-off Period 6 - Dec. Month End Preliminary Payroll (PP 25) 6	7 Final Payroll (PP 25) 7	8 8	9 9	10 Annual leave 'Use or Lose' cut-off for hrs over 320 (includes the accrual for PP 26) ESS time entry cut-off (PP 26) Pay Period End Date (PP 26) Payday (PP 25) 10	11 11
12 12	13 13	14 ESS time entry (PP 01) Retirement cut-off (PP 26) 14	15 Termination cut-off (PP 26) 15	16 ESS approval cut-off (PP 26) Payroll entry cut-off (PP 26) 16	17 Preliminary Payroll (PP 26) 17	18 18
19 19	20 Dr. Martin Luther King, Jr. Day 20	21 Final Payroll (PP 26) 21	22 22	23 23	24 ESS time entry cut-off (PP 01) Pay Period End Date (PP 01) Payday (PP 26) 24	25 25
26 26	27 Legislative Session Begins 27	28 ESS time entry (PP 02) Retirement cut-off (PP 01) 28	29 29	30 Termination cut-off (PP 01) 30	31 ESS approval cut-off (PP 01) Payroll entry cut-off (PP 01) 31	



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JANUARY

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