



DAS | Utah Division
of Finance

2020

Calendar

DECEMBER 2019						
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JANUARY

FEBRUARY 2020						
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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 'Use or Lose' cut-off for hours 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 1) 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 1) Pay Period End Date (PP 1) Payday (PP 26) 24	25 25
26 26	27 Legislative Session Begins 27	28 ESS time entry (PP 2) Retirement cut-off (PP 1) 28	29 29	30 Termination cut-off (PP 1) 30	31 ESS approval cut-off (PP 1) Payroll entry cut-off (PP 1) 31	

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MARCH

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 61	2 Preliminary Payroll (PP 3) 62	3 Final Payroll (PP 3) 63	4 FINET document cut-off Period 8 - Feb. Month End 64	5 65	6 ESS time entry cut-off (PP 4) Pay Period End Date (PP 4) Payday (PP 3) 66	7 67
8 68	9 69	10 ESS time entry (PP 5) Retirement cut-off (PP 4) 70	11 71	12 Legislative Session Ends Termination cut-off (PP 4) 72	13 ESS approval cut-off (PP 4) Payroll entry cut-off (PP 4) 73	14 74
15 75	16 Preliminary Payroll (PP 4) 76	17 Final Payroll (PP 4) 77	18 78	19 79	20 ESS time entry cut-off (PP 5) Pay Period End Date (PP 5) Payday (PP 4) 80	21 81
22 82	23 83	24 ESS time entry (PP 6) Retirement cut-off (PP 5) 84	25 85	26 86	27 ESS approval cut-off (PP 5) Payroll entry cut-off (PP 5) 87	28 88
29 89	30 Preliminary Payroll (PP 5) 90	31 Final Payroll (PP 5) 91				

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 <i>ESS time entry cut-off (PP 6)</i> FINET document cut-off Period 9 - March Month Pay Period End Date (PP 6) Payday (PP 5)	4
			92	93	94	95
5	6	7 <i>ESS time entry (PP 7)</i> Retirement cut-off (PP 6)	8	9	10 <i>ESS approval cut-off (PP 6)</i> Payroll entry cut-off (PP 6)	11
96	97	98	99	100	101	102
12	13 Preliminary Payroll (PP 6)	14 Final Payroll (PP 6)	15	16	17 <i>ESS time entry cut-off (PP 7)</i> Pay Period End Date (PP 7) Payday (PP 6)	18
103	104	105	106	107	108	109
19	20	21 <i>ESS time entry (PP 8)</i> Retirement cut-off (PP 7)	22	23	24 <i>ESS approval cut-off (PP 7)</i> Payroll entry cut-off (PP 7)	25
110	111	112	113	114	115	116
26	27 Preliminary Payroll (PP 7)	28 Final Payroll (PP 7)	29	30		
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31 152					1 <i>ESS time entry cut-off (PP 8)</i> Pay Period End Date (PP 8) Payday (PP 7) 122	2 123
3 124	4 125	5 <i>ESS time entry (PP 9)</i> FINET document cut-off Period 10 - April Month Retirement cut-off (PP 8) 126	6 127	7 Termination cut-off (PP 8) 128	8 <i>ESS approval cut-off (PP 8)</i> Payroll entry cut-off (PP 8) 129	9 130
10 131	11 Preliminary Payroll (PP 8) 132	12 Final Payroll (PP 8) 133	13 134	14 135	15 <i>ESS time entry cut-off (PP 9)</i> Pay Period End Date (PP 9) Payday (PP 8) 136	16 137
17 138	18 139	19 <i>ESS time entry (PP 10)</i> Retirement cut-off (PP 9) 140	20 Termination cut-off (PP 9) 141	21 <i>ESS approval cut-off (PP 9)</i> Payroll entry cut-off (PP 9) 142	22 Preliminary Payroll (PP 9) 143	23 144
24 145	25 Memorial Day 146	26 Final Payroll (PP 9) 147	27 148	28 149	29 <i>ESS time entry cut-off (PP 10)</i> Pay Period End Date (PP 10) Payday (PP 9) 150	30 151

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	1 153	2 <i>ESS time entry (PP 11)</i> Retirement cut-off (PP 10) 154	3 FINET document cut-off Period 11 - May Month End 155	4 Termination cut-off (PP 10) 156	5 <i>ESS approval cut-off (PP 10)</i> Payroll entry cut-off (PP 10) 157	6 158
7 159	8 Preliminary Payroll (PP 10) 160	9 Final Payroll (PP 10) 161	10 162	11 163	12 <i>ESS time entry cut-off (PP 11)</i> Pay Period End Date (PP 11) Payday (PP 10) 164	13 165
14 166	15 167	16 <i>ESS time entry (PP 12)</i> Retirement cut-off (PP 11) 168	17 169	18 Termination cut-off (PP 11) 170	19 <i>ESS approval cut-off (PP 11)</i> Payroll entry cut-off (PP 11) 171	20 172
21 173	22 Preliminary Payroll (PP 11) 174	23 Final Payroll (PP 11) 175	24 176	25 177	26 <i>ESS time entry cut-off (PP 12)</i> Pay Period End Date (PP 12) Payday (PP 11) 178	27 179
28 180	29 181	30 <i>ESS time entry (PP 13)</i> Retirement cut-off (PP 12) 182				

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JULY

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Termination cut-off (PP 12) 183	2 ESS approval cut-off (PP 12) Payroll entry cut-off (PP 12) 184	3 Independence Day (Observed) 185	4 Independence Day 186
5 187	6 FINET document cut-off Period 12 - June Month Preliminary Payroll (PP 12) 188	7 Final Payroll (PP 12) 189	8 190	9 191	10 ESS time entry cut-off (PP 13) Pay Period End Date (PP 13) Payday (PP 12) 192	11 193
12 194	13 195	14 ESS time entry (PP 14) Retirement cut-off (PP 13) 196	15 Termination cut-off (PP 13) 197	16 ESS approval cut-off (PP 13) Payroll entry cut-off (PP 13) 198	17 Preliminary Payroll (PP 13) 199	18 200
19 201	20 Final Payroll (PP 13) 202	21 203	22 204	23 ESS time entry cut-off (PP 14) Payday (PP 13) 205	24 Pioneer Day Pay Period End Date (PP 14) 206	25 207
26 208	27 209	28 ESS time entry (PP 15) Retirement cut-off (PP 14) 210	29 211	30 Termination cut-off (PP 14) 212	31 ESS approval cut-off (PP 14) Payroll entry cut-off (PP 14) 213	

AUGUST

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30 243	31 Preliminary Payroll (PP 16) 244					1 214
2 215	3 Preliminary Payroll (PP 14) 216	4 Final Payroll (PP 14) 217	5 FINET document cut-off Period 1 - July Month End 218	6 219	7 ESS time entry cut-off (PP 15) Pay Period End Date (PP 15) Payday (PP 14) 220	8 221
9 222	10 223	11 ESS time entry (PP 16) Retirement cut-off (PP 15) 224	12 225	13 Termination cut-off (PP 15) 226	14 ESS approval cut-off (PP 15) Payroll entry cut-off (PP 15) 227	15 228
16 229	17 Preliminary Payroll (PP 15) 230	18 Final Payroll (PP 15) 231	19 232	20 233	21 ESS time entry cut-off (PP 16) Pay Period End Date (PP 16) Payday (PP 15) 234	22 235
23 236	24 237	25 ESS time entry (PP 17) Retirement cut-off (PP 16) 238	26 239	27 Termination cut-off (PP 16) 240	28 ESS approval cut-off (PP 16) Payroll entry cut-off (PP 16) 241	29 242

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Final Payroll (PP 16) 245	2 246	3 FINET document cut-off Period 2 - Aug. Month End 247	4 ESS time entry cut-off (PP 17) Pay Period End Date (PP 17) Payday (PP 16) 248	5 249
6 250	7 Labor Day 251	8 252	9 ESS time entry (PP 18) Retirement cut-off (PP 17) 253	10 Termination cut-off (PP 17) 254	11 ESS approval cut-off (PP 17) Payroll entry cut-off (PP 17) 255	12 256
13 257	14 Preliminary Payroll (PP 17) 258	15 Final Payroll (PP 17) 259	16 260	17 261	18 ESS time entry cut-off (PP 18) Pay Period End Date (PP 18) Payday (PP 17) 262	19 263
20 264	21 265	22 ESS time entry (PP 19) Retirement cut-off (PP 18) 266	23 267	24 Termination cut-off (PP 18) 268	25 ESS approval cut-off (PP 18) Payroll entry cut-off (PP 18) 269	26 270
27 271	28 Preliminary Payroll (PP 18) 272	29 Final Payroll (PP 18) 273	30 274			

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OCTOBER

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				1	2 <i>ESS time entry cut-off (PP 19)</i>	3
				275	Pay Period End Date (PP 19) Payday (PP 18) 276	277
4	5 FINET document cut-off Period 3 - Sept. Month End	6 <i>ESS time entry (PP 20)</i>	7	8 <i>ESS approval cut-off (PP 19)</i>	9	10
278	279	Retirement cut-off (PP 19) 280	Termination cut-off (PP 19) 281	Payroll entry cut-off (PP 19) 282	Preliminary Payroll (PP 19) 283	284
11	12 Columbus Day	13 <i>Final Payroll (PP 19)</i>	14	15	16 <i>ESS time entry cut-off (PP 20)</i>	17
285	286	287	288	289	Pay Period End Date (PP 20) Payday (PP 19) 290	291
18	19	20 <i>ESS time entry (PP 21)</i>	21	22	23 <i>ESS approval cut-off (PP 20)</i>	24
292	293	Retirement cut-off (PP 20) 294	295	Termination cut-off (PP 20) 296	Payroll entry cut-off (PP 20) 297	298
25	26	27	28	29	30 <i>ESS time entry cut-off (PP 21)</i>	31
299	Preliminary Payroll (PP 20) 300	Final Payroll (PP 20) 301	302	303	Pay Period End Date (PP 21) Payday (PP 20) 304	305

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NOVEMBER

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 306	2 307	3 <i>ESS time entry (PP 22)</i> Retirement cut-off (PP 21) 308	4 FINET document cut-off Period 4 - Oct. Month End Termination cut-off (PP 21) 309	5 <i>ESS approval cut-off (PP 21)</i> Payroll entry cut-off (PP 21) 310	6 Preliminary Payroll (PP 21) 311	7 312
8 313	9 Final Payroll (PP 21) 314	10 315	11 Veterans' Day 316	12 317	13 <i>ESS time entry cut-off (PP 22)</i> Pay Period End Date (PP 22) Payday (PP 21) 318	14 319
15 320	16 321	17 <i>ESS time entry (PP 23)</i> Retirement cut-off (PP 22) 322	18 Termination cut-off (PP 22) 323	19 <i>ESS approval cut-off (PP 22)</i> Payroll entry cut-off (PP 22) 324	20 Preliminary Payroll (PP 22) 325	21 326
22 327	23 Final Payroll (PP 22) 328	24 329	25 330	26 Thanksgiving Day 331	27 <i>ESS time entry cut-off (PP 23)</i> Pay Period End Date (PP 23) Payday (PP 22) 332	28 333
29 334	30 335					

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DECEMBER

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 <i>ESS time entry (PP 24)</i> Retirement cut-off (PP 23) 336	2 337	3 FINET document cut-off Period 5 - Nov. Month End Termination cut-off (PP 23) 338	4 <i>ESS approval cut-off (PP 23)</i> Payroll entry cut-off (PP 23) 339	5 340
6 341	7 Preliminary Payroll (PP 23) 342	8 Final Payroll (PP 23) 343	9 344	10 345	11 <i>ESS time entry cut-off (PP 24)</i> Pay Period End Date (PP 24) Payday (PP 23) 346	12 347
13 348	14 349	15 <i>ESS time entry (PP 25)</i> Retirement cut-off (PP 24) 350	16 Termination cut-off (PP 24) 351	17 <i>ESS approval cut-off (PP 24)</i> Payroll entry cut-off (PP 24) 352	18 Preliminary Payroll (PP 24) 353	19 354
20 355	21 Final Payroll (PP 24) 356	22 357	23 358	24 <i>ESS time entry cut-off (PP 25)</i> Payday (PP 24) 359	25 Christmas Day Pay Period End Date (PP 25) 360	26 361
27 362	28 363	29 <i>ESS time entry (PP 26)</i> Retirement cut-off (PP 25) 364	30 Termination cut-off (PP 25) 365	31 <i>ESS approval cut-off (PP 25)</i> Payroll entry cut-off (PP 25) 366		

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JANUARY

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



2021



JANUARY

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