

September 2024

Deadlines Subject to Change: Final Version E-Mailed Monthly

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
SM18 & MN9 Open for Entry	UNC/BANKS CLOSED Labor Day		SM17 Entry Closes at Noon	SM17 Deduction Upload by Noon Approvals by 3:00		
8	9	10	11	12	13	14
			GATA MN9 EPAFs Completed BOM FLAC Entry by 1:00 PM		Contracts/PSAs Due in Payroll PAYDAY SM17	
15	16	17	18	19	20	21
	SM19 Open for Entry		HRS Faculty FLAC/EPAFs Submitted by 1:00 PM	SM18 & MN9 Entry Closes at Noon	SM18 & MN9 Deduction Upload by Noon Approvals by 3:00	
22	23	No Manual Cks 24	No Manual Cks 25	26	27	28
29	30					
	PAYDAY SM18 & MN9	PAY ID	Work Cycle	Time Entry Date	Payday	
		SM17	08/16 – 08/31	08/16 – 09/04	09/13 Friday	
		SM18	09/01 – 09/15	09/01 – 09/19	09/30 Monday	
		MN9	09/01 – 09/30	09/01 – 09/19	09/30 Monday	
		SM19	09/16 – 09/30	09/16 – 10/03	10/15 Tuesday	