

**Payroll Deadlines**

Deadlines for end-of-month payrolls and hourly payrolls can be found by looking up the PDAY screen on any of the BASIS payroll modules (PSB, HOURLY-TS, LABOR, LEAVE, or PAYROLL). All transactions must be entered and approved no later than the Updates and Approvals Due Date for the payroll in question.

The deadline for the 15th of the month Supplemental Payroll is the last working day of the previous month. The deadline for the end of the month Supplemental Payroll is the 15th of the month.

Accrued annual leave will be paid out upon end of employment with the University. Terminal leave payments will be paid on the Supplemental Payroll on the 15th of the month following the month an employee terminates, as long as the department processes the end of employment no later than the last working day of the month in which the employee's end of employment occurs.

Revised November, 1998  
August 22, 1989