

**SAM II HR/PAYROLL
PAYROLL PROCESSING SCHEDULE**

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	Down 6:00 pm		CHECKS AVAILABLE	CHECK DATE
				PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)		
Dec 2008 Pay Cycle 2	12/16/08 to 12/31/08	01/01/09	12/24/08 to 01/07/09	1/7/2009	1/8/2009	1/13/2009	01/15/09
Jan 2009 Pay Cycle 1	01/01/09 to 01/15/09	01/16/09	01/09/09 to 01/22/09	1/22/2009	1/23/2009	1/28/2009	01/30/09
Jan 2009 Pay Cycle 2	01/16/09 to 01/31/09	02/01/09	01/24/09 to 02/05/09	2/5/2009	2/6/2009	2/11/2009	02/17/09
Feb 2009 Pay Cycle 1	02/01/09 to 02/15/09	02/16/09	02/7/09 to 02/21/09	2/21/2009	2/23/2009	2/25/2009	02/27/09
Feb 2009 Pay Cycle 2	02/16/09 to 02/28/09	03/01/09	02/24/09 to 03/07/09	3/7/2009	3/9/2009	3/12/2009	03/16/09
Mar 2009 Pay Cycle 1	03/01/09 to 03/15/09	03/16/09	3/10/09 to 03/23/09	3/23/2009	3/24/2009	3/27/2009	03/31/09
Mar 2009 Pay Cycle 2	03/16/09 to 03/31/09	04/01/09	03/25/09 to 04/07/09	4/7/2009	4/8/2009	04/13/2009	04/15/09
Apr 2009 Pay Cycle 1	04/01/09 to 04/15/09	04/16/09	04/09/09 to 04/22/09	4/22/2009	4/23/2009	4/28/2009	04/30/09
Apr 2009 Pay Cycle 2	04/16/09 to 04/30/09	05/01/09	04/24/09 to 05/06/09	5/6/2009	5/7/2009	5/13/2009	05/15/09
May 2009 Pay Cycle 1	05/1/09 to 05/15/09	05/16/09	05/08/09 to 5/20/09	5/20/2009	5/21/2009	5/27/2009	05/29/09
May 2009 Pay Cycle 2	05/16/09 to 05/31/09	06/01/09	05/22/09 to 06/06/09	6/6/2009	6/8/2009	6/11/2009	06/15/09
Jun 2009 Pay Cycle 1	06/01/09 to 06/15/09	06/16/09	06/09/09 to 06/22/09	6/22/2009	6/23/2009	6/26/2009	06/30/09
Jun 2009 Pay Cycle 2	06/16/09 to 06/30/09	07/01/09	06/24/09 to 07/07/09	07/07/09***	7/8/2009	7/13/2009	07/15/09
July 2009 Pay Cycle 1	07/01/09 to 07/15/09	07/16/09	07/09/09 to 07/23/09	7/23/2009	7/24/2009	7/29/2009	07/31/09
July 2009 Pay Cycle 2	07/16/09 to 07/31/09	08/01/09	07/25/09 to 08/06/09	8/6/2009	8/7/2009	8/12/2009	08/14/09
Aug 2009 Pay Cycle 1	08/01/09 to 08/15/09	08/16/09	08/08/09 to 08/22/09	8/22/2009	8/24/2009	8/27/2009	08/31/09
Aug 2009 Pay Cycle 2	08/16/09 to 08/31/09	09/01/09	08/25/09 to 09/05/09	9/5/2009	9/8/2009	9/11/2009	09/15/09
Sept 2009 Pay Cycle 1	09/01/09 to 09/15/09	09/16/09	09/09/09 to 09/22/09	9/22/2009	9/23/2009	9/28/2009	09/30/09
Sept 2009 Pay Cycle 2	09/16/09 to 09/30/09	10/01/09	09/24/209 to 10/06/09	10/6/2009	10/7/2009	10/13/2009	10/15/09
Oct 2009 Pay Cycle 1	10/01/09 to 10/15/09	10/16/09	10/08/09 to 10/22/09	10/22/2009	10/23/2009	10/28/2009	10/30/09
Oct 2009 Pay Cycle 2	10/16/09 to 10/31/09	11/01/09	10/24/09 to 11/05/09	11/5/2009	11/6/2009	11/12/2009	11/16/09
Nov 2009 Pay Cycle 1	11/01/09 to 11/15/09	11/16/09	11/07/09 to 11/19/09	11/19/2009	11/20/2009	11/25/2009	11/30/09
Nov 2009 Pay Cycle 2	11/16/09 to 11/30/09	12/01/09	11/21/09 to 12/07/09	12/7/2009	12/8/2009	12/11/2009	12/15/09
Dec 2009 Pay Cycle 1	12/01/09 to 12/15/09	12/16/09	12/09/09 to 12/22/09	12/22/2009	12/23/2009	12/29/2009	12/31/09

- (1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!
Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.
- (2) Direct deposit information must be submitted to OA Accounting as Agencies receive the information to assure proper processing.
- (3) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.
- (4) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.
- (5+A19) NOTE: The State Treasurer's Office will receive checks & direct deposit advices on the day after the Regular cycle.
The FINAL DEADLINE for return delivery is 5:00 pm the working day PRIOR to the "Checks Available" date shown above.
- ***All LDPR entries must be entered with an effective date of 06/16/09 prior to this paycycle.
- Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.