

SAM II HR/PAYROLL PROCESSING SCHEDULE

Down 6:00 pm

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)	CHECKS AVAILABLE	CHECK DATE
Dec 2014 Pay Cycle 2	12/16/2014 to 12/31/2014	01/01/15	12/24/2014 to 1/7/2015	01/07/15	01/08/15	01/13/15	01/15/15
Jan 2015 Pay Cycle 1	1/1/2015 to 1/15/2015	01/16/15	1/9/2015 to 1/22/2015	01/22/15	01/23/15	01/28/15	01/30/15
Jan 2015 Pay Cycle 2	1/16/2015 to 1/31/2015	02/01/15	1/24/2015 to 2/5/2015	02/05/15	02/06/15	02/11/15	02/17/15
Feb 2015 Pay Cycle 1	2/1/2015 to 2/15/2015	02/16/15	2/7/2015 to 2/19/2015	02/19/15	02/20/15	02/25/15	02/27/15
Feb 2015 Pay Cycle 2	2/16/2015 to 2/28/2015	03/01/15	2/21/2015 to 3/7/2015	03/07/15	03/09/15	03/12/15	03/16/15
Mar 2015 Pay Cycle 1	3/1/2015 to 3/15/2015	03/16/15	3/10/2015 to 3/23/2015	03/23/15	03/24/15	03/27/15	03/31/15
Mar 2015 Pay Cycle 2	3/16/2015 to 3/31/2015	04/01/15	3/25/2015 to 4/7/2015	04/07/15	04/08/15	04/13/15	04/15/15
Apr 2015 Pay Cycle 1	4/1/2015 to 4/15/2015	04/16/15	4/9/2015 to 4/22/2015	04/22/15	04/23/15	04/28/15	04/30/15
Apr 2015 Pay Cycle 2	4/16/2015 to 4/30/2015	05/01/15	4/24/2015 to 5/6/2015	05/06/15	05/07/15	05/13/15	05/15/15
May 2015 Pay Cycle 1	5/1/2015 to 5/15/2015	05/16/15	5/8/2015 to 5/20/2015	05/20/15	05/21/15	05/27/15	05/29/15
May 2015 Pay Cycle 2	5/16/2015 to 5/31/2015	06/01/15	5/22/2015 to 6/6/2015	06/06/15	06/08/15	06/11/15	06/15/15
Jun 2015 Pay Cycle 1	6/1/2015 to 6/15/2015	06/16/15	6/09/2015 to 6/20/2015	06/20/15	06/22/15	06/26/15	06/30/15
Jun 2015 Pay Cycle 2	6/16/2015 to 6/30/2015	07/01/15	6/23/2015 to 7/7/2015	7/7/2015****	07/08/15	07/13/15	07/15/15
Jul 2015 Pay Cycle 1	7/1/2015 to 7/15/2015	07/16/15	7/9/2015 to 7/23/2015	07/23/15	07/24/15	07/29/15	07/31/15
Jul 2015 Pay Cycle 2	7/16/2015 to 7/31/2015	08/01/15	7/25/2015 to 8/6/2015	08/06/15	08/07/15	08/12/15	08/14/15
Aug 2015 Pay Cycle 1	8/1/2015 to 8/15/2015	08/16/15	8/8/2015 to 8/22/2015	08/22/15	08/24/15	08/27/15	08/31/15
Aug 2015 Pay Cycle 2	8/16/2015 to 8/31/2015	09/01/15	8/25/2015 to 9/5/2015	09/05/15	09/08/15	09/11/15	09/15/15
Sep 2015 Pay Cycle 1	9/1/2015 to 9/15/2015	09/16/15	9/9/2015 to 9/22/2015	09/22/15	09/23/15	09/28/15	09/30/15
Sep 2015 Pay Cycle 2	9/16/2015 to 9/30/2015	10/01/15	9/24/2015 to 10/6/2015	10/06/15	10/07/15	10/13/15	10/15/15
Oct 2015 Pay Cycle 1	10/1/2015 to 10/15/2015	10/16/15	10/8/2015 to 10/22/2015	10/22/15	10/23/15	10/28/15	10/30/15
Oct 2015 Pay Cycle 2	10/16/2015 to 10/31/2015	11/01/15	10/24/2015 to 11/5/2015	11/05/15	11/06/15	11/12/15	11/16/15
Nov 2015 Pay Cycle 1	11/1/2015 to 11/15/2015	11/16/15	11/7/2015 to 11/19/2015	11/19/15	11/20/15	11/25/15	11/30/15
Nov 2015 Pay Cycle 2	11/16/2015 to 11/30/2015	12/01/15	11/21/2015 to 12/7/2015	12/07/15	12/08/15	12/11/15	12/15/15
Dec 2015 Pay Cycle 1	12/1/2015 to 12/15/2015	12/16/15	12/9/2015 to 12/22/2015	12/22/15	12/23/15	12/29/15	12/31/15

- (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.**
Submitting direct deposit applications on the day of Prelim or Regular cycle does NOT guarantee 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) The supplemental cycles run two working days prior to and two working days after check date. Deadline for submitting requests is noon on both days.**
****All LDPR entries must be entered with an effective date of 06/16/15 prior to this paycycle.
Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.