

SAM II HR/PAYROLL PROCESSING SCHEDULE

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	Down 6:00 pm			
				PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)	CHECKS AVAILABLE	CHECK DATE
Dec 2018 Pay Cycle 2	12/16/2018 to 12/31/2018	01/01/19	12/22/2018 to 1/07/2019	01/07/19	01/08/19	01/11/19	01/15/19
Jan 2019 Pay Cycle 1	1/1/2019 to 1/15/2019	01/16/19	1/09/2019 to 1/23/2019	01/23/19	01/24/19	01/29/19	01/31/19
Jan 2019 Pay Cycle 2	1/16/2019 to 1/31/2019	02/01/19	1/25/2019 to 2/06/2019	02/06/19	02/07/19	02/13/19	02/15/19
Feb 2019 Pay Cycle 1	2/1/2019 to 2/15/2019	02/16/19	2/08/2019 to 2/21/2019	02/21/19	02/22/19	02/26/19	02/28/19
Feb 2019 Pay Cycle 2	2/16/2019 to 2/28/2019	03/01/19	2/23/2019 to 3/07/2019	03/07/19	03/08/19	03/13/19	03/15/19
Mar 2019 Pay Cycle 1	3/1/2019 to 3/15/2019	03/16/19	3/09/2019 to 3/21/2019	03/21/19	03/22/19	03/27/19	03/29/19
Mar 2019 Pay Cycle 2	3/16/2019 to 3/31/2019	04/01/19	3/23/2019 to 4/06/2019	04/06/19	04/08/19	04/11/19	04/15/19
Apr 2019 Pay Cycle 1	4/1/2019 to 4/15/2019	04/16/19	4/09/2019 to 4/22/2019	04/22/19	04/23/19	04/26/19	04/30/19
Apr 2019 Pay Cycle 2	4/16/2019 to 4/30/2019	05/01/19	4/24/2019 to 5/06/2019	05/06/19	05/07/19	05/13/19	05/15/19
May 2019 Pay Cycle 1	5/1/2019 to 5/15/2019	05/16/19	5/08/2019 to 5/22/2019	05/22/19	05/23/19	05/29/19	05/31/19
May 2019 Pay Cycle 2	5/16/2019 to 5/31/2019	06/01/19	5/24/2019 to 6/06/2019	06/06/19	06/07/19	06/12/19	06/14/19
Jun 2019 Pay Cycle 1	6/1/2019 to 6/15/2019	06/16/19	6/08/2019 to 6/20/2019	06/20/19	06/21/19	06/26/19	06/28/19
Jun 2019 Pay Cycle 2	6/16/2019 to 6/30/2019	07/01/19	6/22/2019 to 7/06/2019	7/06/2019****	07/08/19	07/11/19	07/15/19
Jul 2019 Pay Cycle 1	7/1/2019 to 7/15/2019	07/16/19	7/09/2019 to 7/23/2019	07/23/19	07/24/19	07/29/19	07/31/19
Jul 2019 Pay Cycle 2	7/16/2019 to 7/31/2019	08/01/19	7/25/2019 to 8/07/2019	08/07/19	08/08/19	08/13/19	08/15/19
Aug 2019 Pay Cycle 1	8/1/2019 to 8/15/2019	08/16/19	8/09/2019 to 8/22/2019	08/22/19	08/23/19	08/28/19	08/30/19
Aug 2019 Pay Cycle 2	8/16/2019 to 8/31/2019	09/01/19	8/24/2019 to 9/07/2019	09/07/19	09/09/19	09/12/19	09/16/19
Sep 2019 Pay Cycle 1	9/1/2019 to 9/15/2019	09/16/19	9/10/2019 to 9/21/2019	09/21/19	09/23/19	09/26/19	09/30/19
Sep 2019 Pay Cycle 2	9/16/2019 to 9/30/2019	10/01/19	9/24/2019 to 10/05/2019	10/05/19	10/07/19	10/10/19	10/15/19
Oct 2019 Pay Cycle 1	10/1/2019 to 10/15/2019	10/16/19	10/08/2019 to 10/23/2019	10/23/19	10/24/19	10/29/19	10/31/19
Oct 2019 Pay Cycle 2	10/16/2019 to 10/31/2019	11/01/19	10/25/2019 to 11/06/2019	11/06/19	11/07/19	11/13/19	11/15/19
Nov 2019 Pay Cycle 1	11/1/2019 to 11/15/2019	11/16/19	11/08/2019 to 11/20/2019	11/20/19	11/21/19	11/25/19	11/27/19
Nov 2019 Pay Cycle 2	11/16/2019 to 11/30/2019	12/01/19	11/22/2019 to 12/07/2019	12/07/19	12/09/19	12/12/19	12/16/19
Dec 2019 Pay Cycle 1	12/1/2019 to 12/15/2019	12/16/19	12/10/2019 to 12/21/2019	12/21/19	12/23/19	12/27/19	12/31/19

(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 06/16/19 prior to this paycycle.

Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.