

JULY

HRSC Deadline Calendar

2019

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
		NO OFF-CYCLE BW TIMESHEET & SUPERVISOR APPROVALS DUE 3PM.	<u>INDEPENDENCE DAY</u> <u>ALL CAMPUSES CLOSED</u>	NO OFF-CYCLE THIS WEEK PER EMPLOYEE SERVICES
8	9	10	11	12
Off-cycle 07/04/2019 uploads due 5pm.	BW HIRE/CHANGE REQUEST DEADLINE		MONTHLY HIRE/CHANGE REQUEST DEADLINE	Off-cycle 07/04/2019 Payday. BI-WEEKLY 06/29/2019 PAYDAY
15	16	17	18	19
Off-cycle 07/11/2019 uploads due 5pm.	BW/MONTHLY TIMESHEET SUBMISSION DUE 12PM.	BW/MONTHLY TIMESHEET SUBMISSION DUE 12PM.		Off-cycle 07/11/2019 Payday.
22	23	24	25	26
Monthly Check Pull 3pm	NO OFF-CYCLE	NO OFF-CYCLE	NO OFF-CYCLE	NO OFF-CYCLE THIS WEEK PER EMPLOYEE SERVICES BI-WEEKLY 07/13/2019 PAYDAY
29	30	31		
Off-cycle 07/25/2019 uploads due 5pm.	BW TIMESHEET SUBMISSION DUE 12PM.	BW SUPERVISOR APPROVALS DUE 3PM. MONTHLY 07/31/2019 PAYDAY		

July 9th:

Bi-weekly hire/change requests for pay period
06/30/19-07/13/19

July 11th:

Monthly hire/change requests for pay period
07/01/19-07/31/19

July 23rd:

Bi-weekly hire/change requests for pay period
07/14/19-07/27/19