

Note: HR lockout dates are tentative; please do not begin working until you receive the confirmation email from the VSU payroll office.

October 2019 Payroll Processing

Mon	Tue	Wed	Thu	Fri
	1	2 Oct 1st BW suppl pay forms & HR EE changes due 5:30pm	3 **BW APPROVAL DEADLINE** Oct 1st Biweekly/Student time & absence approvals due 5:30pm Oct 1st BW HR Benefit spreadsheet due 5:30pm	4
8 HR LOCKOUT – BIWEEKLY <small>9OB1AC 10am/TL 1pm</small>	8 HR LOCKOUT – BIWEEKLY <small>9OB1 Confirm</small>	9	10	11 Oct 1st Biweekly & Student Payday – 9OB1
14 <small>9OB2AC 10am/TL 1pm</small>	15	16 Oct 2nd BW suppl pay forms & HR EE changes due 5:30pm	17 **BW APPROVAL DEADLINE** Oct 2nd Biweekly/Student time & absence approvals due 5:30pm Oct 2nd BW HR Benefit spreadsheet due 5:30pm	18 Monthly/Faculty HR EE changes & suppl pay forms due 9am GA Changes due to HR 9am
21 HR LOCKOUT – BIWEEKLY <small>9OB2AC 10am/TL 1pm</small>	22 HR LOCKOUT – BIWEEKLY <small>9OB2 Confirm</small>	23 MO HR Benefit spreadsheet due 9am	24 HR LOCKOUT – MONTHLY **MO APPROVAL DEADLINE** Monthly/Faculty/GA Absence & ACA Approvals due 9am <small>9OM1SSC PG 9am</small>	25 HR LOCKOUT – MONTHLY Oct 2nd Biweekly & Student Payday – 9OB2
28 HR LOCKOUT – MONTHLY <small>9OM1 Confirm</small>	29	30 Nov 1st BW suppl pay forms & HR EE changes due 5:30pm	31 Monthly, Faculty & GA Payday – 9OM1 **BW APPROVAL DEADLINE** Nov 1st Biweekly/Student time & absence approvals due 5:30pm	Nov 1 Nov 1st BW HR Benefit spreadsheet due 8am

Biweekly Pay groups: C, H, J, T, W Monthly Pay Groups: A, F, G, L, P, X, Y

Biweekly Pay Periods: Aug 2nd BW 98B2: 7/28/19 – 8/10/19, Pay 8/16/19 Aug 3rd BW 98B3: 8/11/19 – 8/24/19, Pay 8/30/19 Sept 1st BW 99B1: 8/25/19 – 9/7/19, Pay 9/13/19
 Sept 2nd BW 99B2: 9/8/19 – 9/21/19, Pay 9/27/19 Oct 1st BW: 9/22/19 – 10/5/19, Pay 10/11/19 Oct 2nd BW: 10/6/19 – 10/19/19, Pay 10/25/19