

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

September 2019 Payroll Processing

Mon	Tue	Wed	Thu	Fri
2 VSU Closed Labor Day Holiday	3	4 Sep 1st BW suppl pay forms & HR EE changes due 5:30pm	5 **BW APPROVAL DEADLINE** Sep 1st Biweekly/Student time & absence approvals due 5:30pm Sep 1st BW HR Benefit spreadsheet due 5:30pm	6
9 HR LOCKOUT – BIWEEKLY <small>99B1AC 10am/TL 1pm</small>	10 HR LOCKOUT – BIWEEKLY <small>99B1 Confirm</small>	11	12	13 Sep 1st Biweekly & Student Payday – 99B1
16 Monthly/Faculty HR EE changes & suppl pay forms due 8am GA Changes due to HR 8am	17 MO HR Benefit spreadsheet due 9am	18 HR LOCKOUT – MONTHLY **MO APPROVAL DEADLINE** Monthly/Faculty/GA Absence & ACA Approvals due 9am Sep 2nd BW suppl pay forms & HR EE changes due 5:30pm <small>99M1SSC PG 9am</small>	19 HR LOCKOUT – MONTHLY **BW APPROVAL DEADLINE** Sep 2nd Biweekly/Student time & absence approvals due 5:30pm Sep 2nd BW HR Benefit spreadsheet due 5:30pm <small>99M1AC 9am/TL 11am</small>	20 HR LOCKOUT – MONTHLY <small>99M1 Confirm</small>
23 HR LOCKOUT – BIWEEKLY <small>99B2AC 10am/TL 1pm</small>	24 HR LOCKOUT – BIWEEKLY <small>99B2 Confirm</small>	25	26	27 Sep 2nd Biweekly & Student Payday – 99B2
30 Monthly, Faculty & GA Payday – 98M1				

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