

**January – December 2019 Payroll Deadlines**

	EARNINGS PERIOD	✓ PERSONNEL ACTION (PA) ✓ HIRING DOCUMENTS	✓ HOURLY TIMESHEETS ✓ OVERTIME/LEAVE SLIPS	PAY DATE
		<u>DUE IN HR</u>	<u>DUE IN TLR</u> (OT FORMS TO HR)	
12B	December 16 <sup>th</sup> – 31 <sup>st</sup>	December 20**	December 31	January 10
01A	January 1 <sup>st</sup> – 15 <sup>th</sup>	January 14	January 16	January 25
01B	January 16 <sup>th</sup> – 31 <sup>st</sup>	January 31	February 1	February 11
02A	February 1 <sup>st</sup> – 15 <sup>th</sup>	February 14	February 15*	February 25
02B	February 16 <sup>th</sup> – 28 <sup>th</sup>	February 28	March 1	March 11
03A	March 1 <sup>st</sup> – 15 <sup>th</sup>	March 14	March 15*	March 25
03B	March 16 <sup>th</sup> – 31 <sup>st</sup>	March 29	April 1	April 10
04A	April 1 <sup>st</sup> – 15 <sup>th</sup>	April 15	April 16	April 25
04B	April 16 <sup>th</sup> – 30 <sup>th</sup>	April 30	May 1	May 10
05A	May 1 <sup>st</sup> – 15 <sup>th</sup>	May 15	May 16	May 24
05B	May 16 <sup>th</sup> – 31 <sup>st</sup>	May 30	May 31*	June 10
06A	June 1 <sup>st</sup> – 15 <sup>th</sup>	June 13	June 14*	June 25
06B	June 16 <sup>th</sup> – 30 <sup>th</sup>	June 28	July 1 FY 16/17 End	July 10
071	June 16 <sup>th</sup> – 30 <sup>th</sup>	July 1	July 1 FY 17/18 Begin	July 10
07A	July 1 <sup>st</sup> – 15 <sup>th</sup>	July 15	July 16	July 25
07B	July 16 <sup>th</sup> – 31 <sup>st</sup>	July 31	August 1	August 9
08A	August 1 <sup>st</sup> – 15 <sup>th</sup>	August 15	August 16	August 26
08B	August 16 <sup>th</sup> – 31 <sup>st</sup>	August 28	August 30*	September 10
09A	September 1 <sup>st</sup> – 15 <sup>th</sup>	September 13	September 16	September 25
09B	September 16 <sup>th</sup> – 30 <sup>th</sup>	September 30	October 1	October 10
10A	October 1 <sup>st</sup> – 15 <sup>th</sup>	October 15	October 16	October 25
10B	October 16 <sup>th</sup> – 31 <sup>st</sup>	October 30	October 31*	November 8??
11A	November 1 <sup>st</sup> – 15 <sup>th</sup>	November 14	November 15*	November 25
11B	November 16 <sup>th</sup> – 30 <sup>th</sup>	November 27*	November 27*	December 10
12A	December 1 <sup>st</sup> – 15 <sup>th</sup>	December 13*	December 16	December 24
12B	December 16 <sup>th</sup> – 31 <sup>st</sup>	December 21**	January 2	January 10

\*Payroll processing cutoffs mandate earlier document submission.

\*\*Payroll processing cutoff due to winter closure.

**Please Note:**

1. Submit documents completed with appropriate employee/supervisor signature approvals.
2. Incomplete or inaccurate documents will be returned to the department and may cause a delay in payment.
3. **Documents turned in after the payroll deadline will not be paid until the next pay date.**
4. Late documents will require a written explanation from the supervisor for the delay.

RCW 42.16.010 establishes semi-monthly pay periods as a basis for paying all state officers and employees. The first pay period is from the 1<sup>st</sup> – 15<sup>th</sup> of the month. The second pay period is from the 16<sup>th</sup> through the last calendar day of the month. Actual Paydates are lagged but cannot be later than 10 days following the close of each pay period, except when the paydate falls on a Sunday. In this case, the paydate is the following Monday. The Office of Financial Management (OFM) establishes Paydates through WAC 82-50-021.