

SAM II HR/PAYROLL PROCESSING SCHEDULE

Down 6:00 pm

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)	CHECKS AVAILABLE	CHECK DATE
Dec 2019 Pay Cycle 2	12/16/2019 to 12/31/2019	01/01/20	12/24/2019 to 1/07/2020	01/07/20	01/08/20	01/14/20	01/15/20
Jan 2020 Pay Cycle 1	1/1/2020 to 1/15/2020	01/16/20	1/09/2020 to 1/23/2020	01/23/20	01/24/20	01/30/20	01/31/20
Jan 2020 Pay Cycle 2	1/16/2020 to 1/31/2020	02/01/20	1/25/2020 to 2/05/2020	02/05/20	02/06/20	02/13/20	02/14/20
Feb 2020 Pay Cycle 1	2/1/2020 to 2/15/2020	02/16/20	2/07/2020 to 2/20/2020	02/20/20	02/21/20	02/27/20	02/28/20
Feb 2020 Pay Cycle 2	2/16/2020 to 2/29/2020	03/01/20	2/22/2020 to 3/07/2020	03/07/20	03/09/20	03/13/20	03/16/20
Mar 2020 Pay Cycle 1	3/1/2020 to 3/15/2020	03/16/20	3/10/2020 to 3/23/2020	03/23/20	03/24/20	03/30/20	03/31/20
Mar 2020 Pay Cycle 2	3/16/2020 to 3/31/2020	04/01/20	3/25/2020 to 4/07/2020	04/07/20	04/08/20	04/14/20	04/15/20
Apr 2020 Pay Cycle 1	4/1/2020 to 4/15/2020	04/16/20	4/09/2020 to 4/22/2020	04/22/20	04/23/20	04/29/20	04/30/20
Apr 2020 Pay Cycle 2	4/16/2020 to 4/30/2020	05/01/20	4/24/2020 to 5/06/2020	05/06/20	05/07/20	05/14/20	05/15/20
May 2020 Pay Cycle 1	5/1/2020 to 5/15/2020	05/16/20	5/08/2020 to 5/20/2020	05/20/20	05/21/20	05/28/20	05/29/20
May 2020 Pay Cycle 2	5/16/2020 to 5/31/2020	06/01/20	5/22/2020 to 6/06/2020	06/06/20	06/08/20	06/12/20	06/15/20
Jun 2020 Pay Cycle 1	6/1/2020 to 6/15/2020	06/16/20	6/09/2020 to 6/22/2020	06/22/20	06/23/20	06/29/20	06/30/20
Jun 2020 Pay Cycle 2	6/16/2020 to 6/30/2020	07/01/20	6/24/2020 to 7/07/2020	7/7/2020****	07/08/20	07/14/20	07/15/20
Jul 2020 Pay Cycle 1	7/1/2020 to 7/15/2020	07/16/20	7/09/2020 to 7/23/2020	07/23/20	07/24/20	07/30/20	07/31/20
Jul 2020 Pay Cycle 2	7/16/2020 to 7/31/2020	08/01/20	7/25/2020 to 8/06/2020	08/06/20	08/07/20	08/13/20	08/14/20
Aug 2020 Pay Cycle 1	8/1/2020 to 8/15/2020	08/16/20	8/08/2020 to 8/22/2020	08/22/20	08/24/20	08/28/20	08/31/20
Aug 2020 Pay Cycle 2	8/16/2020 to 8/31/2020	09/01/20	8/25/2020 to 9/05/2020	09/05/20	09/08/20	09/14/20	09/15/20
Sep 2020 Pay Cycle 1	9/1/2020 to 9/15/2020	09/16/20	9/09/2020 to 9/22/2020	09/22/20	09/23/20	09/29/20	09/30/20
Sep 2020 Pay Cycle 2	9/16/2020 to 9/30/2020	10/01/20	9/24/2020 to 10/06/2020	10/06/20	10/07/20	10/14/20	10/15/20
Oct 2020 Pay Cycle 1	10/1/2020 to 10/15/2020	10/16/20	10/08/2020 to 10/22/2020	10/22/20	10/23/20	10/29/20	10/30/20
Oct 2020 Pay Cycle 2	10/16/2020 to 10/31/2020	11/01/20	10/24/2020 to 11/05/2020	11/05/20	11/06/20	11/13/20	11/16/20
Nov 2020 Pay Cycle 1	11/1/2020 to 11/15/2020	11/16/20	11/07/2020 to 11/19/2020	11/19/20	11/20/20	11/25/20	11/30/20
Nov 2020 Pay Cycle 2	11/16/2020 to 11/30/2020	12/01/20	11/21/2020 to 12/07/2020	12/07/20	12/08/20	12/14/20	12/15/20
Dec 2020 Pay Cycle 1	12/1/2020 to 12/15/2020	12/16/20	12/09/2020 to 12/22/2020	12/22/20	12/23/20	12/30/20	12/31/20

(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 06/16/20 prior to this paycycle.

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