

## 2019 UCI PPS/TRS Deadlines

**\*\*\*Notice: All dates/deadlines listed below are tentative, and subject to change.\*\*\***

**Do not make changes to the appointment/pay distribution after the employee has submitted the timesheet and before the payroll cutoff.**

| Pay Cycle | Pay Period Dates |          | CHECK DATE      | TRS Deadlines               |                               |   | PPS Deadlines                          |                                       |   |
|-----------|------------------|----------|-----------------|-----------------------------|-------------------------------|---|--|---------------------------------------|---|
|           | BEGIN DATE       | END DATE |                 | Employee Deadline (12 noon) | Supervisor Deadline (12 noon) | Department Time Administrator (DTA) Deadline (5 pm) | FIRST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO UPDATE EDB OR MAKE EDAT ADJUSTMENTS |
| B1        | 12-16-18         | 12-29-18 | <b>01-09-19</b> | 01-01-19                    | 01-02-19                      | 01-03-19  | 12-20-18                               | 01-03-19                              | Fri 01-04-19                                    |
| B2        | 12-30-18         | 01-12-19 | <b>01-23-19</b> | 01-14-19                    | 01-15-19                      | 01-16-19  | 01-10-19                               | 01-16-19                              | Thurs 01-17-19                                  |
| MO        | 01-01-19         | 01-31-19 | <b>02-01-19</b> | 02-09-19                    | 02-14-19                      | 02-18-19  | 01-07-19                               | 01-24-19                              | Fri 01-25-19                                    |
| B1        | 01-13-19         | 01-26-19 | <b>02-06-19</b> | 01-28-19                    | 01-29-19                      | 01-30-19  | 01-24-19                               | 01-30-19                              | Thurs 1-31-19                                   |
| B2        | 01-27-19         | 02-09-19 | <b>02-20-19</b> | 02-11-19                    | 02-12-19                      | 02-13-19  | 02-07-19                               | 02-13-19                              | Thurs 02-14-19                                  |
| MO        | 02-01-19         | 02-28-19 | <b>03-01-19</b> | 03-09-19                    | 03-14-19                      | 03-18-19  | 02-06-19                               | 02-22-19                              | Mon 02-25-19                                    |
| B1        | 02-10-19         | 02-23-19 | <b>03-06-19</b> | 02-25-19                    | 02-26-19                      | 02-27-19  | 02-21-19                               | 02-27-19                              | Thu 02-28-19                                    |
| B2        | 02-24-19         | 03-09-19 | <b>03-20-19</b> | 03-11-19                    | 03-12-19                      | 03-13-19  | 03-07-19                               | 03-13-19                              | Thu 03-14-19                                    |
| MO        | 03-01-19         | 03-31-19 | <b>04-01-19</b> | 04-09-19                    | 04-14-19                      | 04-18-19  | 03-06-19                               | 03-22-19                              | Mon 03-25-19                                    |
| B1        | 03-10-19         | 03-23-19 | <b>04-03-19</b> | 03-25-19                    | 03-26-19                      | 03-27-19  | 03-21-19                               | 03-27-19                              | Thu 03-28-19                                    |
| B2        | 03-24-19         | 04-06-19 | <b>04-17-19</b> | 04-08-19                    | 04-09-19                      | 04-10-19  | 04-04-19                               | 04-10-19                              | Thu 04-11-19                                    |
| MO        | 04-01-19         | 04-30-19 | <b>05-01-19</b> | 05-09-19                    | 05-14-19                      | 05-18-19  | 04-04-19                               | 04-23-19                              | Wed 04-24-19                                    |
| B1        | 04-07-19         | 04-20-19 | <b>05-01-19</b> | 04-22-19                    | 04-23-19                      | 04-24-19  | 04-18-19                               | 04-24-19                              | Thu 04-25-19                                    |
| B2        | 04-21-19         | 05-04-19 | <b>05-15-19</b> | 05-06-19                    | 05-07-19                      | 05-08-19  | 05-02-19                               | 05-08-19                              | Thu 05-09-19                                    |
| B1        | 05-05-19         | 05-18-19 | <b>05-29-19</b> | 05-20-19                    | 05-21-19                      | 05-22-19  | 05-16-19                               | 05-22-19                              | Thu 05-23-19                                    |
| MO        | 05-01-19         | 05-31-19 | <b>05-31-19</b> | 06-09-19                    | 06-14-19                      | 06-18-19  | 05-03-19                               | 05-23-19                              | Fri 05-24-19                                    |
| B2        | 05-19-19         | 06-01-19 | <b>06-12-19</b> | 06-03-19                    | 06-04-19                      | 06-05-19  | 05-30-19                               | 06-05-19                              | Thu 06-06-19                                    |
| B1        | 06-02-19         | 06-15-19 | <b>06-26-19</b> | 06-17-19                    | 06-18-19                      | 06-19-19  | 06-13-19                               | 06-19-18                              | Thu 06-20-19                                    |
| MO        | 06-01-19         | 06-30-19 | <b>07-01-19</b> | 07-09-19                    | 07-14-19                      | 07-18-19  | 06-05-19                               | 06-24-19                              | Tue 06-25-19                                    |
| B2        | 06-16-19         | 06-29-19 | <b>07-10-19</b> | 06-30-19                    | 07-01-19                      | 07-02-19  | 06-27-19                               | 07-02-19                              | Wed 07-03-19                                    |
| B1        | 06-30-19         | 07-13-19 | <b>07-24-19</b> | 07-15-19                    | 07-16-19                      | 07-17-19  | 07-11-19                               | 07-17-19                              | Thu 07-18-19                                    |
| MO        | 07-01-19         | 07-31-19 | <b>08-01-19</b> | 08-09-19                    | 08-14-19                      | 08-18-19  | 07-05-19                               | 07-25-19                              | Fri 07-26-19                                    |
| B2        | 07-14-19         | 07-27-19 | <b>08-07-19</b> | 07-29-19                    | 07-30-19                      | 07-31-19  | 07-25-19                               | 07-31-19                              | Thu 08-01-19                                    |
| B1        | 07-28-19         | 08-10-19 | <b>08-21-19</b> | 08-12-19                    | 08-13-19                      | 08-14-19  | 08-08-19                               | 08-14-19                              | Thu 08-15-19                                    |
| MO        | 08-01-19         | 08-31-19 | <b>08-30-19</b> | 09-09-19                    | 09-14-19                      | 08-18-19  | 08-02-19                               | 08-23-19                              | Mon 08-26-19                                    |

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|           | BEGIN DATE       | END DATE |                 | Employee Deadline (12 noon) | Supervisor Deadline (12 noon) | Department Time Administrator (DTA) Deadline (5 pm) | FIRST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO UPDATE EDB OR MAKE EDAT ADJUSTMENTS |
| B2        | 08-11-19         | 08-24-19 | <b>09-04-19</b> | 08-26-19                    | 08-27-19                      | 08-28-19  | 08-22-19                               | 08-28-19                              | Thu 08-29-19                                    |
| B1        | 08-25-19         | 09-07-19 | <b>09-18-19</b> | 09-09-19                    | 09-10-19                      | 09-11-19  | 09-05-19                               | 09-11-19                              | Thu 09-12-19                                    |
| MO        | 09-01-19         | 09-30-19 | <b>10-01-19</b> | 10-09-19                    | 10-14-19                      | 09-18-19  | 09-05-19                               | 09-24-19                              | Wed 09-25-19                                    |
| B2        | 09-08-19         | 09-21-19 | <b>10-02-19</b> | 09-23-19                    | 09-24-19                      | 09-25-19  | 09-19-19                               | 09-25-19                              | Thu 09-26-19                                    |
| B1        | 09-22-19         | 10-05-19 | <b>10-16-19</b> | 10-07-19                    | 10-08-19                      | 10-09-19  | 10-03-19                               | 10-09-19                              | Thu 10-10-19                                    |
| B2        | 10-06-19         | 10-19-19 | <b>10-30-19</b> | 10-21-19                    | 10-22-19                      | 10-23-19  | 10-17-19                               | 10-23-19                              | Thu 10-24-19                                    |
| MO        | 10-01-19         | 10-31-19 | <b>11-01-19</b> | 11-09-19                    | 11-14-19                      | 11-18-19  | 10-04-19                               | 10-24-19                              | Fri 10-25-19                                    |
| B1        | 10-20-19         | 11-02-19 | <b>11-13-19</b> | 11-04-19                    | 11-05-19                      | 11-06-19  | 10-31-19                               | 11-06-19                              | Thu 11-07-19                                    |
| B2        | 11-03-19         | 11-16-19 | <b>11-27-19</b> | 11-18-19                    | 11-19-19                      | 11-20-19  | 11-14-19                               | 11-20-19                              | Thu 11-21-19                                    |
| MO        | 11-01-19         | 11-30-19 | <b>11-27-19</b> | 12-09-19                    | 12-14-19                      | 12-18-19  | 11-04-19                               | 11-21-19                              | Fri 11-22-19                                    |
| B1        | 11-17-19         | 11-30-19 | <b>12-11-19</b> | 12-02-19                    | 12-03-19                      | 12-04-19  | 11-28-19                               | 12-04-19                              | Thu 12-05-19                                    |