

Rutgers, The State University  
 Division of Payroll Services  
 Time and Labor Schedule  
 Calendar Year 2019

**Payroll**

<b>Cycle</b>	<b>Time and Labor Cutoff</b>	<b>Pay Date</b>
Hourly	Wednesday, January 2, 2019	Friday, January 4, 2019
Salary	Monday, January 7, 2019	Friday, January 11, 2019
Hourly	Monday, January 14, 2019	Friday, January 18, 2019
Salary	Friday, January 18, 2019	Friday, January 25, 2019
Hourly	Monday, January 28, 2019	Friday, February 1, 2019
Salary	Monday, February 4, 2019	Friday, February 8, 2019
Hourly	Monday, February 11, 2019	Friday, February 15, 2019
Salary	Monday, February 18, 2019	Friday, February 22, 2019
Hourly	Monday, February 25, 2019	Friday, March 1, 2019
Salary	Monday, March 4, 2019	Friday, March 8, 2019
Hourly	Monday, March 11, 2019	Friday, March 15, 2019
Salary	Monday, March 18, 2019	Friday, March 22, 2019
Hourly	Monday, March 25, 2019	Friday, March 29, 2019
Salary	Monday, April 1, 2019	Friday, April 5, 2019
Hourly	Monday, April 8, 2019	Friday, April 12, 2019
Salary	Monday, April 15, 2019	Friday, April 19, 2019
Hourly	Monday, April 22, 2019	Friday, April 26, 2019
Salary	Monday, April 29, 2019	Friday, May 3, 2019
Hourly	Monday, May 6, 2019	Friday, May 10, 2019
Salary	Monday, May 13, 2019	Friday, May 17, 2019
Hourly	Monday, May 20, 2019	Friday, May 24, 2019
Salary	Friday, May 24, 2019	Friday, May 31, 2019
Hourly	Monday, June 3, 2019	Friday, June 7, 2019
Salary	Monday, June 10, 2019	Friday, June 14, 2019
Hourly	Monday, June 17, 2019	Friday, June 21, 2019
Salary	Monday, June 24, 2019	Friday, June 28, 2019
Hourly	Friday, June 28, 2019	Friday, July 5, 2019
Salary	Monday, July 8, 2019	Friday, July 12, 2019
Hourly	Monday, July 15, 2019	Friday, July 19, 2019
Salary	Monday, July 22, 2019	Friday, July 26, 2019
Hourly	Monday, July 29, 2019	Friday, August 2, 2019
Salary	Monday, August 5, 2019	Friday, August 9, 2019
Hourly	Monday, August 12, 2019	Friday, August 16, 2019
Salary	Monday, August 19, 2019	Friday, August 23, 2019
Hourly	Monday, August 26, 2019	Friday, August 30, 2019
Salary	Friday, August 30, 2019	Friday, September 6, 2019
Hourly	Monday, September 9, 2019	Friday, September 13, 2019
Salary	Monday, September 16, 2019	Friday, September 20, 2019
Hourly	Monday, September 23, 2019	Friday, September 27, 2019
Salary	Monday, September 30, 2019	Friday, October 4, 2019
Hourly	Monday, October 7, 2019	Friday, October 11, 2019
Salary	Monday, October 14, 2019	Friday, October 18, 2019
Hourly	Monday, October 21, 2019	Friday, October 25, 2019
Salary	Monday, October 28, 2019	Friday, November 1, 2019
Hourly	Monday, November 4, 2019	Friday, November 8, 2019
Salary	Monday, November 11, 2019	Friday, November 15, 2019
Hourly	Thursday, November 14, 2019	Friday, November 22, 2019
Salary	Monday, November 25, 2019	Friday, November 29, 2019
Hourly	Wednesday, November 27, 2019	Friday, December 6, 2019
Salary	Wednesday, December 4, 2019	Friday, December 13, 2019
Hourly	Thursday, December 12, 2019	Friday, December 20, 2019
Salary	Wednesday, Dec 18, 2019	Friday, December 27, 2019

Time Admin is scheduled to run at 12:00pm and 3:00 am daily  
 There will be an extra Time Admin run at 2:30pm on the cutoff Monday  
 The cutoff Monday schedule will be as follows:  
 12:00 Time Entry should be completed  
 12:00 - 1:30 Time Admin will convert reported time into payable time  
 1:30 - 2:30 Approve payable time and correct exceptions  
 2:30 - 3:30 Additional Time Admin to convert corrected exceptions into payable time  
 3:30 - 4:30 Approve any remaining payable time