

**Deployment of Funding Data Entry and Approvals**  
**SCHEDULE OF CUT-OFF DATES**  
**2008**

Below is the cutoff schedule for deployment of funding/workflow data entry and department/school approvals. This schedule includes cutoffs related to the running of the General Ledger for biweekly, monthly, and adjustment payrolls.

On each Cutoff Date (usually Thursdays), you will have until **5 pm** to obtain approvals on deployment transactions (funding and/or Journal Entries). It is suggested that all keying be completed by **Noon** on the cutoff date. When Payroll Office and/or Area Approval is required, please remember that you will need to allow additional lead time in order to meet the **5 pm** deadline.

An email reminder will be sent to all Deployment & Funding/Workflow data enterers and approvers on the morning of the cutoff day. If any changes to the scheduled date or time are needed because of special circumstances, an email will be sent to Deployment users.

<b>Cutoff Day of the Week</b>	<b>Cutoff Date</b>	<b>Corresponding Paydate</b>	<b>Type of Paydate</b>
Thursday	Dec 20	Dec 21	Biweekly
<b>Wednesday</b>	<b>Dec 27</b>	Dec 28	Monthly
<b>Wednesday</b>	<b>Dec 27</b>	Dec 29	Adjustment
Thursday	Jan 3, 2008	Jan 4 2008	Biweekly
Thursday	Jan 10	Jan 10	Adjustment
Thursday	Jan 17	Jan 18	Biweekly
Thursday	Jan 24	Jan 24	Adjustment
<b>Wednesday/Thursday</b>	<b>*Jan 30 or Jan 31</b>	<b>Dec 30</b>	<b>Year End ADJ RUN</b>
<b>Wednesday</b>	<b>Jan 30</b>	Jan 31	Monthly
<b>Wednesday</b>	<b>Jan 30</b>	Feb 1	Biweekly
Thursday	Feb 7	Feb 7	Adjustment
Thursday	Feb 14	Feb 15	Biweekly
Thursday	Feb 21	Feb 21	Adjustment
<b>Thursday</b>	<b>Feb 28</b>	Feb 29	Biweekly/Monthly
Thursday	March 6	March 6	Adjustment
Thursday	March 13	March 14	Biweekly
Thursday	March 20	March 20	Adjustment
<b>Thursday</b>	<b>March 27</b>	March 28	Biweekly

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<b>Thursday</b>	<b>March 27</b>	March 31	Monthly
Thursday	April 3	April 3	Adjustment
Thursday	April 10	April 11	Biweekly
Thursday	April 17	April 17	Adjustment
Thursday	April 24	April 25	Biweekly
<b>Tuesday</b>	<b>April 29</b>	April 30	Monthly
<b>Tuesday</b>	<b>April 29</b>	May 1	Adjustment
Thursday	May 8	May 9	Biweekly
Thursday	May 15	May 15	Adjustment
Thursday	May 22	May 23	Biweekly
<b>Thursday</b>	<b>May 29</b>	May 30	Monthly
Thursday	June 5	June 6	Biweekly
Thursday	June 12	June 12	Adjustment
Thursday	June 19	June 20	Biweekly
<b>Thursday</b>	<b>June 26</b>	June 26	Adjustment
<b>Thursday</b>	<b>June 26</b>	June 30	Monthly
Wednesday	July 2	July 3	Biweekly
Thursday	July 10	July 10	Adjustment
Thursday	July 17	July 18	Biweekly
Thursday	July 24	July 24	Adjustment
<b>Wednesday</b>	<b>July 30</b>	July 31	Monthly
<b>Wednesday</b>	<b>July 30</b>	August 1	Biweekly
Thursday	August 7	August 7	Adjustment
Thursday	August 14	August 15	Biweekly
Thursday	August 21	August 21	Adjustment
<b>Thursday</b>	<b>August 28</b>	August 29	Biweekly/Monthly
Thursday	Sept 4	Sept 4	Adjustment
Thursday	Sept 11	Sept 12	Biweekly

<b>Cutoff Day of the Week</b>	<b>Cutoff Date</b>	<b>Corresponding Paydate</b>	<b>Type of Paydate</b>
Thursday	Sept 18	Sept 18	Adjustment
Thursday	Sept 25	Sept 26	Biweekly
<b>Monday</b>	<b>Sept 29</b>	Sept 30	Monthly
Thursday	Oct 2	Oct 2	Adjustment
Thursday	Oct 9	Oct 10	Biweekly
Thursday	Oct 16	Oct 16	Adjustment
Thursday	Oct 23	Oct 24	Biweekly
<b>Thursday</b>	<b>Oct 30</b>	Oct 31	Monthly
Thursday	Nov 6	Nov 7	Biweekly
Thursday	Nov 13	Nov 13	Adjustment
Thursday	Nov 20	Nov 21	Biweekly
<b>Tuesday</b>	<b>Nov 25</b>	Nov 26	Monthly
Thursday	Dec 4	Dec 5	Biweekly
Thursday	Dec 11	Dec 11	Adjustment
Thursday	Dec 18	Dec 19	Biweekly
<b>Monday</b>	<b>Dec 29</b>	Dec 30	Monthly
<b>Monday</b>	<b>Dec 29</b>	Jan 2 2009	Biweekly
Thursday	Jan 8 2009	Jan 8 2009	Adjustment