

# HR/Payroll Cutoff Schedule

## Calendar Year 2014

	Late Distribution Change Requests	HR/Payroll Service Center Monthly Employee Transactions Cutoff	eSDS Changes Weekly Cutoff	eSDS Changes Monthly Cutoff	Quarter Opens for Certification	Quarterly Certification Expected By	Quarterly Certification Due	Monthly Payday
<b>January</b>	01/15/14	01/22/14	01/27/14 – 5pm	01/30/14 – 5pm	Q2 FY2014 01/01/14			01/31/14
<b>February</b>	02/14/14	02/19/14	02/24/14 – 5pm	02/27/14 – 5pm		Q2 FY2014 02/28/14		02/28/14
<b>March</b>	03/17/14	03/21/14	03/24/14 – 5pm Q2 FY2014 Weekly Cutoff	03/28/14 – 5pm Q2 FY2014 Weekly Cutoff			Q2FY2014 03/31/14	03/31/14
<b>April</b>	04/15/14	04/18/14	04/22/14 – 12pm	04/29/14 – 5pm	Q3 FY2014 04/01/14			04/30/14
<b>May</b>	05/16/14	05/20/14	05/27/14 – 12pm	05/29/14 – 5pm		Q3 FY2014 05/31/14		05/30/14
<b>June</b>	06/16/14	06/20/14	06/23/14 – 5pm Q3 FY2014 Weekly Cutoff	06/27/14 – 5pm Q3 FY2014 Weekly Cutoff			Q3 FY2014 06/30/14	06/30/14
<b>July</b>	07/16/14	07/22/14	07/21/14 – 5pm	07/30/14 – 5pm	Q4 FY2014 07/01/14			07/31/14
<b>August</b>	08/15/14	08/20/14	08/25/14 – 5pm	08/28/14 – 5pm		Q4 FY2014 08/31/14		08/29/14
<b>September</b>	09/15/14	09/19/14	09/22/14 – 5pm Q4 FY2014 Weekly Cutoff	09/29/14 – 5pm Q4 FY2014 Weekly Cutoff			Q4 FY2014 09/30/14	09/30/14
<b>October</b>	10/15/14	10/22/14	10/27/14 – 5pm	10/30/14 – 5pm	Q1 FY2015 10/01/14			10/31/14
<b>November</b>	11/14/14	11/17/14	11/24/14 – 12pm	11/25/14 – 5pm		Q1 FY2015 11/30/14		11/26/14
<b>December</b>	12/15/14	12/17/14	12/22/14 – 12pm Q1 FY2015 Weekly Cutoff	12/30/14 – 5pm Q1 FY2015 Weekly Cutoff			Q1 FY2015 12/31/14	12/31/14

This schedule is subject to change if unforeseen situations occur. If a date changes, we will update this calendar and email [hrpayroll\\_communications@mit.edu](mailto:hrpayroll_communications@mit.edu).

*Last Updated: 11/13/13*