

# HR/Payroll Cutoff Schedule

## Calendar Year 2015

	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>	01/16/15	01/21/15	01/26/15 – 5PM	01/29/15 – 5PM	Q2 FY2015 01/01/15			01/30/15
<b>February</b>	02/13/15	02/18/15	02/23/15 – 5PM	02/26/15 – 5PM		Q2 FY2015 02/28/15		02/27/15
<b>March</b>	03/16/15	03/20/15	03/23/15 – 5PM (Q2 FY2015 Weekly Cutoff)	03/30/15 – 5PM (Q2 FY2015 Weekly Cutoff)			Q2 FY2015 03/31/15	03/31/15
<b>April</b>	04/15/15	04/21/15	04/21/15 – NOON	04/29/15 – 5PM	Q3 FY2015 04/01/15			04/30/15
<b>May</b>	05/15/15	05/19/15	05/26/15 – NOON	05/28/15 – 5PM		Q3 FY2015 05/31/15		05/29/15
<b>June</b>	06/15/15	06/22/15	06/22/15 – 5PM (Q3 FY2015 Weekly Cutoff)	06/29/15 – 5PM (Q3 FY2015 Weekly Cutoff)			Q3 FY2015 06/30/15	06/30/15
<b>July</b>	07/15/15	07/22/15	07/27/15 – 5PM	07/30/15 – 5PM	Q4 FY2015 07/01/15			07/31/15
<b>August</b>	08/17/15	08/21/15	08/24/15 – 5PM	08/28/15 – 5PM		Q4 FY2015 08/31/15		08/31/15
<b>September</b>	09/15/15	09/22/15	09/21/15 – 5PM (Q4 FY2015 Weekly Cutoff)	09/29/15 – 5PM (Q4 FY2015 Weekly Cutoff)			Q4 FY2015 09/30/15	09/30/15
<b>October</b>	10/15/15	10/21/15	10/26/15 – 5PM	10/29/15 – 5PM	Q1 FY2016 10/01/15			10/30/15
<b>November</b>	11/16/15	11/17/15	11/23/15 – NOON	11/25/15 – 5PM		Q1 FY2016 11/30/15		11/30/15
<b>December</b>	12/15/15	12/18/15	12/21/15 – 5PM (Q1 FY2016 Weekly Cutoff)	12/30/15 – 5PM (Q1 FY2016 Weekly Cutoff)			Q1 FY2016 12/31/15	12/31/15

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: 12/12/14