

## HR/Payroll Cutoff Schedule - Calendar Year 2018

	HR/Payroll Monthly Employee Transactions Cutoff	eSDS Changes Weekly Cutoff	eSDS Changes Monthly Cutoff	Late Distribution Change Requests	Quarter Opens for Certification	Quarterly Certification Expected By	Quarterly Certification Due
<b>January</b>	5 pm – 1/24	5 pm – 1/22	5 pm – 1/30	5 pm – 1/17	Q2 FY2018 1/1		
<b>February</b>	5 pm – 2/21	Noon – 2/20	5 pm – 2/27	5 pm – 2/16		Q2FY2018 2/28	
<b>March</b>	5 pm – 3/22	5 pm – 3/26 (Q2 FY2018 Weekly Cutoff)	5 pm – 3/29 (Q2 FY2018 Monthly Cutoff)	5 pm – 3/16			Q2 FY2018 3/30

	HR/Payroll Semi-Monthly Employee Transactions Cutoff Dates & Pay Dates				eSDS Changes Weekly Cutoff	eSDS Changes Monthly Cutoff	Late Distribution Change Requests	Quarter Opens for Certification	Quarterly Certification Expected By	Quarterly Certification Due
<b>April</b>	5 pm - 4/5	4/13	5 pm – 4/23	4/30	5 pm – 4/23	5 pm – 4/27	5 pm – 4/18	Q3 FY2018 4/1		
<b>May</b>	5 pm – 5/8	5/15	5 pm – 5/22	5/31	5 pm – 5/21	5 pm – 5/29	5 pm – 5/16		Q3 FY2018 5/31	
<b>June</b>	5 pm – 6/7	6/15	5 pm – 6/21	6/29	5 pm – 6/25 (Q3 FY2018 Weekly Cutoff)	5 pm – 6/28 (Q3 FY2018 Monthly Cutoff)	5 pm – 6/15			Q3 FY2018 6/29
<b>July</b>	5 pm – 7/5	7/13	5 pm – 7/24	7/31	5 pm – 7/23	5 pm – 7/27	5 pm – 7/16	Q4 FY2018 7/1		
<b>August</b>	5 pm – 8/8	8/15	5 pm – 8/23	8/31	5 pm – 8/27	5 pm – 8/30	5 pm – 8/16		Q4 FY2018 8/31	
<b>September</b>	5 pm – 9/6	9/14	5 pm – 9/20	9/28	5 pm – 9/24 (Q4 FY2018 Weekly Cutoff)	5 pm – 9/27 (Q4 FY2018 Monthly Cutoff)	5 pm – 9/17			Q4 FY2018 9/28
<b>October</b>	5 pm – 10/5	10/15	5 pm – 10/23	10/31	5 pm – 10/22	5 pm – 10/29	5 pm – 10/16	Q1 FY2019 10/1		
<b>November</b>	5 pm – 11/7	11/15	Noon – 11/21	11/30	5 pm – 11/26	5 pm – 11/29	5 pm – 11/15		Q1 FY2019 11/30	
<b>December</b>	5 pm – 12/6	12/14	5 pm – 12/19	12/31	5 pm – 12/24 (Q1 FY2019 Weekly Cutoff)	(Q1 FY2019 Monthly Cutoff)	5 pm – 12/17			Q1 FY2019 12/31

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: 11/07/17