

# HR/Payroll Cutoff Schedule - Calendar Year 2019

	HR/Payroll Semimonthly 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
	CUTOFF TIME/DATE	PAYDATE	CUTOFF TIME/DATE	PAYDATE						
<b>January</b>	5 pm – 1/7	01/15	5 pm – 1/23	01/31	Noon – 1/22	5 pm – 1/30	5 pm – 1/16	Q2 FY2019 1/1		
<b>February</b>	5 pm – 2/7	02/15	5 pm – 2/21	02/28	Noon – 2/19	5 pm – 2/27	5 pm – 2/15		Q2FY2019 2/28	
<b>March</b>	5 pm – 3/7	03/15	5 pm – 3/21	03/29	5 pm – 3/25 <i>(Q2 FY19 Weekly Cutoff)</i>	5 pm – 3/28 <i>(Q2 FY19 Monthly Cutoff)</i>	5 pm – 3/15			Q2 FY2019 3/29
<b>April</b>	5 pm – 4/4	04/12	5 pm – 4/22	04/30	5 pm – 4/22	5 pm – 4/29	5 pm – 4/16	Q3 FY2019 4/1		
<b>May</b>	5 pm – 5/7	05/15	5 pm – 5/22	05/31	Noon – 5/28	5 pm – 5/30	5 pm – 5/16		Q3 FY2019 5/31	
<b>June</b>	5 pm – 6/6	06/14	5 pm – 6/20	06/28	5 pm – 6/24 <i>(Q3 FY19 Weekly Cutoff)</i>	5 pm – 6/27 <i>(Q3 FY19 Monthly Cutoff)</i>	5 pm – 6/17			Q3 FY2019 6/28
<b>July</b>	5 pm – 7/8	07/15	5 pm – 7/23	07/31	5 pm – 7/22	5 pm – 7/30	5 pm – 7/16	Q4 FY2019 7/1		
<b>August</b>	5 pm – 8/7	08/15	5 pm – 8/22	08/30	5 pm – 8/26	5 pm – 8/29	5 pm – 8/16		Q4 FY2019 8/30	
<b>September</b>	5 pm – 9/5	09/13	5 pm – 9/19	09/30	5 pm – 9/23 <i>(Q4 FY19 Weekly Cutoff)</i>	5 pm – 9/27 <i>(Q4 FY19 Monthly Cutoff)</i>	5 pm – 9/16			Q4 FY2019 9/30
<b>October</b>	5 pm – 10/7	10/15	5 pm – 10/23	10/31	5 pm – 10/21	5 pm – 10/30	5 pm – 10/16	Q1 FY2020 10/1		
<b>November</b>	5 pm – 11/6	11/15	5 pm – 11/20	11/27	Noon – 11/25	5 pm – 11/26	5 pm – 11/15		Q1 FY2020 11/29	
<b>December</b>	5 pm – 12/5	12/13	5 pm – 12/23	12/31	Noon – 12/23 <i>(Q1 FY20 Weekly Cutoff)</i>	5 pm – 12/30 <i>(Q1 FY20 Monthly Cutoff)</i>	5 pm – 12/16			Q1 FY2020 12/31

**Weekly Time Sheet Cutoff** is Monday at 5 pm, except for Monday holidays when it shifts to Tuesday at noon.

This schedule is set a year in advance. It is subject to change only in the event of a major disruption— campus closings due to severe weather— or other unforeseen circumstances. If there are changes to the schedule, we will update this calendar and send an email to [hrpayroll\\_communications@mit.edu](mailto:hrpayroll_communications@mit.edu).

*Last Updated: 7/1/19*