

2018 EHRA (Monthly) Lockout and Confirm Schedule

| Monthly Cycle | Pay Period | School / Division ePAR Approvals deadline Noon | TIM Admin Deadline Payout Deadline 5 pm | Central Office ePAR Approvals deadline End of day | Payroll Lockout Noon | Payroll Confirm date/ Lockout Ends Noon | Payday | | Manual Check Request Date** 5 pm | Manual Check Pick Up Date |
|---------------|----------------|--|---|---|-------------------------|---|--------|--|-------------------------------------|---------------------------|
| M07 | Jan 1 - Jan 31 | Jan 17 | Jan 18 | Jan 19 | Jan 22 | Jan 25 | Jan 31 | | Jan 5 | Jan 17 |
| M08 | Feb 1 - Feb 28 | Feb 14 | Feb 15 | Feb 16 | Feb 19 | Feb 22 | Feb 28 | | Feb 5 | Feb 14 |
| M09 | Mar 1 - Mar 31 | Mar 15 | Mar 19 | Mar 19 | Mar 20 | Mar 26 | Mar 29 | | Mar 5 | Mar 14 |
| M10 | Apr 1 - Apr 30 | Apr 17 | Apr 19 | Apr 19 | Apr 20 | Apr 25 | Apr 30 | | Apr 6 | Apr 16 |
| M11 | May 1 - May 31 | May 17 | May 21 | May 21 | May 22 | May 25 | May 31 | | May 3 | May 14 |
| M12 | Jun 1 - Jun 30 | Jun 15 | Jun 18 | Jun 18 | Jun 19 | Jun 22 | Jun 29 | | Jun 5 | Jun 14 |
| M01 | Jul 1 - Jul 31 | Jul 18 | Jul 19 | Jul 20 | Jul 23 | Jul 26 | Jul 31 | | Jul 6 | Jul 17 |
| M02 | Aug 1 - Aug 31 | Aug 16 | Aug 20 | Aug 20 | Aug 21 | Aug 28 | Aug 31 | | Aug 3 | Aug 14 |
| M03 | Sep 1 - Sep 30 | Sep 13 | Sep 17 | Sep 17 | Sep 18 | Sep 25 | Sep 28 | | Sep 6 | Sep 17 |
| M04 | Oct 1 - Oct 31 | Oct 18 | Oct 22 | Oct 22 | Oct 23 | Oct 26 | Oct 31 | | Oct 4 | Oct 15 |
| M05 | Nov 1 - Nov 30 | Nov 15 | Nov 19 | Nov 19 | Nov 20 | Nov 27 | Nov 30 | | Nov 5 | Nov 14 |
| M06 | Dec 1 - Dec 31 | Dec 6 | Dec 10 | Dec 10 | Dec 11 | Dec 18 | Dec 21 | | Dec 5 | Dec 14 |

Yellow Rows indicate a double-lockout period. Double lockout occurs when both pay cycles align on the same payday and affect how the payroll is processed. On these days specified, biweekly paychecks will be processed first and will remain in lockout until monthly paychecks are also processed.

Dates in red indicate the date has been moved from a regular cycle to accommodate a holiday.