

2018 SHRA (Biweekly) Lockout and Confirm Schedule

Pay Period Number	Pay Period	School / Division ePAR	TIM Admin Deadline	Central Office ePAR	Payroll Lockout	Payroll Confirm Date/ Lockout Ends	Payday	Manual Check Request Date**	Manual Check Pick Up Date
		Approvals Deadline Noon	Payout Deadline 5 pm	Approvals deadline End of day	All actions due Noon	Noon			
B13	Dec 11 - Dec 24	Dec 19	Dec 26	Dec 21	Dec 22	Jan 2	Jan 5	Jan 8	Jan 12
B14	Dec 25 - Jan 7	Jan 8	Jan 9	Jan 10	Jan 11	Jan 16	Jan 19	Jan 22	Jan 26
B15	Jan 8 - Jan 21	Jan 23	Jan 23	Jan 25	Jan 26	Jan 30	Feb 2	Feb 5	Feb 9
B16	Jan 22 - Feb 4	Feb 6	Feb 6	Feb 8	Feb 9	Feb 13	Feb 16	Feb 19	Feb 23
B17	Feb 5 - Feb 18	Feb 20	Feb 20	Feb 22	Feb 23	Feb 27	Mar 2	Mar 5	Mar 9
B18	Feb 19 - Mar 4	Mar 6	Mar 6	Mar 7	Mar 8	Mar 12	Mar 16	Mar 19	Mar 23
B19	Mar 5 - Mar 18	Mar 15	Mar 20	Mar 19	Mar 20	Mar 22/26	Mar 29	Apr 2	Apr 6
B20	Mar 19 - Apr 1	Apr 3	Apr 3	Apr 5	Apr 6	Apr 10	Apr 13	Apr 16	Apr 20
B21	Apr 2 - Apr 15	Apr 13	Apr 17	Apr 17	Apr 18	Apr 20	Apr 27	Apr 30	May 4
B22	Apr 16 - Apr 29	May 1	May 1	May 3	May 4	May 8	May 11	May 14	May 18
B23	Apr 30 - May 13	May 15	May 15	May 17	May 18	May 22	May 25	May 29	Jun 1
B24	May 14 - May 27	May 29	May 29	May 31	Jun 1	Jun 5	Jun 8	Jun 11	Jun 15
B25	May 28 - Jun 10	Jun 12	Jun 12	Jun 13	Jun 14	Jun 18	Jun 22	Jun 25	Jun 29
B26	Jun 11 - Jun 24	Jun 25	Jun 26	Jun 27	Jun 28	Jul 2	Jul 6	Jul 9	Jul 13
B01	Jun 25 - Jul 8	Jul 10	Jul 10	Jul 12	Jul 13	Jul 17	Jul 20	Jul 23	Jul 27
B02	Jul 9 - Jul 22	Jul 24	Jul 24	Jul 26	Jul 27	Jul 31	Aug 3	Aug 6	Aug 10
B03	Jul 23 - Aug 5	Aug 7	Aug 7	Aug 9	Aug 10	Aug 14	Aug 17	Aug 20	Aug 24
B04	Aug 6 - Aug 19	Aug 16	Aug 21	Aug 20	Aug 21	Aug 23/28	Aug 31	Sep 4	Sep 7

B05	Aug 20 - Sep 2	Sep 4	Sep 4	Sep 6	Sep 7	Sep 11	Sep 14		Sep 17	Sep 21
B06	Sep 3 - Sep 16	Sep 13	Sep 18	Sep 17	Sep 18	Sep 20/25	Sep 28		Oct 1	Oct 5
B07	Sep 17 - Sep 30	Oct 2	Oct 2	Oct 4	Oct 5	Oct 9	Oct 12		Oct 15	Oct 19
B08	Oct 1 - Oct 14	Oct 16	Oct 16	Oct 18	Oct 19	Oct 23	Oct 26		Oct 29	Nov 2
B09	Oct 15 - Oct 28	Oct 30	Oct 30	Nov 1	Nov 2	Nov 6	Nov 9		Nov 12	Nov 16
B10	Oct 29 - Nov 11	Nov 9	Nov 13	Nov 13	Nov 14	Nov 16	Nov 21		Nov 26	Nov 30
B11	Nov 12 - Nov 25	Nov 27	Nov 27	Nov 29	Nov 30	Dec 4	Dec 7		Dec 10	Dec 14
B12	Nov 26 - Dec 9	Dec 6	Dec 11	Dec 10	Dec 11	Dec 13/18	Dec 21		N/A	N/A

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.

****Manual Check Request Due Date: by this date, all requisite ePar approval will have taken place and the Remedy Ticket with the completed and signed UNC-CH Manual Check Request Form attached will be submitted.**