

2019 SHRA (Biweekly) Lockout and Confirm Schedule

Monthly Cycle	Pay Period	School/ Division ePar	TIM Admin Deadline	Central Office ePar	Payroll Lockout	Payroll Confirm Date	Payday
		Approvals Deadline Noon	Payout Deadline 5 pm	Approvals Deadline *End of Day	Noon	Date	
B13	Dec 10 - Dec 23	Dec 18	Dec 24-PR	Dec 20	Dec 21	Dec 28	Jan 04
B14	Dec 24 - Jan 6	Jan 8	Jan 8	Jan 10	Jan 11	Jan 15	Jan 18
B15	Jan 7 - Jan 20	Jan 22	Jan 22	Jan 24	Jan 25	Jan 29	Feb 01
B16	Jan 21 - Feb 3	Feb 05	Feb 05	Feb 07	Feb 08	Feb 12	Feb 15
B17	Feb 4 - Feb 17	Feb 19	Feb 19	Feb 21	Feb 22	Feb 26	Mar 01
B18	Feb 18 - Mar 3	Mar 05	Mar 05	Mar 07	Mar 08	Mar 12	Mar 15
B19	Mar 4 - Mar 17	Mar 14	Mar 19	Mar 18	Mar 19	Mar 21/26	Mar 29
B20	Mar 18 - Mar 31	Apr 02	Apr 02	Apr 04	Apr 05	Apr 09	Apr 12
B21	Apr 1 - Apr 14	Apr 12	Apr 16	Apr 16	Apr 17	Apr 22	Apr 26
B22	Apr 15 - Apr 28	Apr 30	Apr 30	May 02	May 03	May 07	May 10
B23	Apr 29 - May 12	May 13	May 14	May 14	May 15	May 17	May 24
B24	May 13 - May 26	May 28	May 28	May 30	May 31	Jun 04	Jun 07
B25	May 27 - Jun 9	Jun 11	Jun 11	Jun 12	Jun 13	Jun 17	Jun 21
B26	Jun 10 - Jun 23	Jun 24	Jun 25	Jun 26	Jun 27	Jul 01	Jul 05
B01	Jun 24 - Jul 7	Jul 09	Jul 09	Jul 11	Jul 12	Jul 16	Jul 19
B02	Jul 8 - Jul 21	Jul 23	Jul 23	Jul 25	Jul 26	Jul 30	Aug 02
B03	Jul 22 - Aug 4	Aug 06	Aug 06	Aug 08	Aug 09	Aug 13	Aug 16
B04	Aug 5 - Aug 18	Aug 16	Aug 20	Aug 20	Aug 21	Aug 23/27	Aug 30
B05	Aug 19 - Sep 1	Sep 03	Sep 03	Sep 05	Sep 06	Sep 10	Sep 13
B06	Sep 2 - Sep 15	Sep 13	Sep 17	Sep 17	Sep 18	Sep 20/25	Sep 27
B07	Sep 16 - Sep 29	Oct 01	Oct 01	Oct 03	Oct 04	Oct 8	Oct 11
B08	Sep 30 - Oct 13	Oct 15	Oct 15	Oct 17	Oct 18	Oct 22	Oct 25
B09	Oct 14 - Oct 27	Oct 29	Oct 29	Oct 31	Nov 01	Nov 05	Nov 08
B10	Oct 28 - Nov 10	Nov 12	Nov 12	Nov 14	Nov 15	Nov 19	Nov 22
B11	Nov 11 - Nov 24	Nov 22	Nov 26	Nov 26	Nov 27	Dec 03	Dec 06
B12	Nov 25 - Dec 8	Dec 06	Dec 10	Dec 10	Dec 11	Dec 13	Dec 20

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 process. On these days specified, biweekly paychecks will be processed first and lockout will remain until monthly paychecks are also processed.