

2022 EHRA (Monthly) Lockout and Confirm Schedule

Monthly Cycle	Pay Period	School / Division ePAR Approvals Deadline Noon	TIM Term Payout Deadline 5pm	Central Office ePAR Approvals Deadline *End of day	Payroll Lockout Noon	Payroll Confirm date Noon	Payday
M07	Jan 1 - Jan 31	Jan 18	Jan 20	Jan 20	Jan 21	Jan 26	Jan 31
M08	Feb 1 - Feb 28	Feb 15	Feb 17	Feb 17	Feb 18	Feb 23	Feb 28
M09	Mar 1 - Mar 31	Mar 18	Mar 22	Mar 22	Mar 23	Mar 28	Mar 31
M10	Apr 1 - Apr 30	Apr 18	Apr 20	Apr 20	Apr 21	Apr 26	Apr 29
M11	May 1 - May 31	May 17	May 19	May 19	May 20	May 25	May 31
M12	Jun 1 - Jun 30	Jun 13	Jun 15	Jun 15	Jun 16	Jun 21	Jun 30
M01	Jul 1 - Jul 31	Jul 15	July 19	Jul 19	Jul 20	Jul 26	Jul 29
M02	Aug 1 - Aug 31	Aug 18	Aug 22	Aug 22	Aug 23	Aug 26	Aug 31
M03	Sep 1 - Sep 30	Sep 19	Sep 21	Sep 21	Sep 22	Sep 27	Sep 30
M04	Oct 1 - Oct 31	Oct 17	Oct 19	Oct 19	Oct 20	Oct 25	Oct 31
M05	Nov 1 - Nov 30	Nov 11	Nov 15	Nov 15	Nov 16	Nov 21	Nov 30
M06	Dec 1 - Dec 31	Dec 09	Dec 13	Dec 13	Dec 14	Dec 19	Dec 23

Please note, the Payroll Schedules are subject to change. For the most up to date information, please refer to the online Payroll Schedules (<https://finance.unc.edu/departments/strategic-sourcing-payment/payroll/schedules/>) or the HR/Payroll Deadlines Outlook calendar.

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 lockout will remain until monthly paychecks are also processed.