

2023 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 19	Jan 20	Jan 23	Jan 26	Jan 31
M08	Feb 1 - Feb 28	Feb 15	Feb 16	Feb 17	Feb 20	Feb 23	Feb 28
M09	Mar 1 - Mar 31	Mar 20	Mar 22	Mar 22	Mar 23	Mar 28	Mar 31
M10	Apr 1 - Apr 30	Apr 17	Apr 19	Apr 19	Apr 20	Apr 25	Apr 28
M11	May 1 - May 31	May 16	May 18	May 18	May 19	May 24	May 31
M12	Jun 1 - Jun 30	Jun 16	Jun 19	Jun 19	Jun 20	Jun 22	Jun 30
M01	Jul 1 - Jul 31	Jul 18	Jul 20	Jul 20	Jul 21	Jul 26	Jul 31
M02	Aug 1 - Aug 31	Aug 18	Aug 22	Aug 22	Aug 23	Aug 28	Aug 31
M03	Sep 1 - Sep 30	Sep 18	Sep 20	Sep 20	Sep 21	Sep 26	Sep 29
M04	Oct 1 - Oct 31	Oct 18	Oct 19	Oct 20	Oct 23	Oct 26	Oct 31
M05	Nov 1 - Nov 30	Nov 13	Nov 15	Nov 15	Nov 16	Nov 21	Nov 30
M06	Dec 1 - Dec 31	Dec 08	Dec 12	Dec 12	Dec 13	Dec 18	Dec 22

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.