Payday	Schedule Number	Pay cycle X	Pay Period Begin Date	Pay Period End Date	Roster Available (always falls on the prior period's payday)	Last Day to: Update EDB to affect initial Roster	Last Day to: Update EDB to affect final Roster and Cruz Pay Students	Last Day to: Input time on Roster	CruzPay Student file feed to OPTRS	OPTRS Closed for Rosters	OPTRS Closed for All Transactions	Compute	Benefit Contributions, Deductions, etc. covering PPE noted:	Coverage for month of (advance premiums)	DOPE Month	DOPE Staged for Review*
1/9/2019	M1ATWO	B1	12/16/2018	12/29/2018	12/26/2018	12/21/2018	12/27/2018	12/28/2018	1/2/2019	1/2/2019	1/3/2019	1/3/2019	Benefits	Holiday	December	1/4/2019
LAST DAY TO UPDATE PPS FOR BW DISTRIBUTIONS WITH FTE							**1/8/2019**									
1/23/2019	M2A	B2	12/30/2018	1/12/2019	1/9/2019	1/8/2019	1/14/2019	1/15/2019	1/16/2019	1/16/2019	1/17/2019	1/17/2019	January	February	January	2/4/2019
2/6/2019	M1B	B1	1/13/2019	1/26/2019	1/23/2019	1/22/2019	1/28/2019	1/29/2019	1/30/2019	1/30/2019	1/31/2019	1/31/2019	January	February	January	2/4/2019
2/20/2019	M2B	B2	1/27/2019	2/9/2019	2/6/2019	2/5/2019	2/11/2019	2/12/2019	2/13/2019	2/13/2019	2/14/2019	2/14/2019	February	March	February	3/4/2019
3/6/2019	M1C	B1	2/10/2019	2/23/2019	2/20/2019	2/19/2019	2/25/2019	2/26/2019	2/27/2019	2/27/2019	2/28/2019	2/28/2019	February	March	February	3/4/2019
3/20/2019	M2C	B2	2/24/2019	3/9/2019	3/6/2019	3/5/2019	3/11/2019	3/12/2019	3/13/2019	3/13/2019	3/14/2019	3/14/2019	March	April	March	4/2/2019
4/3/2019	M1D	B1	3/10/2019	3/23/2019	3/20/2019	3/19/2019	3/25/2019	3/26/2019	3/27/2019	3/27/2019	3/28/2019	3/28/2019	March	April	March	4/2/2019
4/17/2019	M2D	B2	3/24/2019	4/6/2019	4/3/2019	4/2/2019	4/8/2019	4/9/2019	4/10/2019	4/10/2019	4/11/2019	4/11/2019	April	May	April	5/2/2019
5/1/2019	M1E	B1	4/7/2019	4/20/2019	4/17/2019	4/16/2019	4/22/2019	4/23/2019	4/24/2019	4/24/2019	4/25/2019	4/25/2019	April	May	April	5/2/2019
5/15/2019	M2E	B2	4/21/2019	5/4/2019	5/1/2019	4/30/2019	5/6/2019	5/7/2019	5/8/2019	5/8/2019	5/9/2019	5/9/2019	May	June	May	6/4/2019
5/29/2019	M1F	B1	5/5/2019	5/18/2019	5/15/2019	5/14/2019	5/20/2019	5/21/2019	5/22/2019	5/22/2019	5/23/2019	5/23/2019	May	June	May	6/4/2019
6/12/2019	M2F	B2	5/19/2019	6/1/2019	5/29/2019	5/28/2019	6/3/2019	6/4/2019	6/5/2019	6/5/2019	6/6/2019	6/6/2019	June	July	June	7/5/2019
6/26/2019	MIG	B1	6/2/2019	6/15/2019	6/12/2019	6/11/2019	6/17/2019	6/18/2019	6/19/2019	6/19/2019	6/20/2019	6/20/2019	June	July	June	7/5/2019
7/10/2019	M2GTWO	B2	6/16/2019	6/29/2019	6/26/2019	6/25/2019	6/28/2019	7/1/2019	7/2/2019	7/2/2019	7/3/2019	7/3/2019	Benefits	Holiday	Benefits	7/5/2019
LAST DAY TO UPDATE PPS FOR BW DISTRIBUTIONS WITH FTE							**7/9/2019**									
7/24/2019	M1H	B1	6/30/2019	7/13/2019	7/10/2019	7/9/2019	7/15/2019	7/16/2019	7/17/2019	7/17/2019	7/18/2019	7/18/2019	July	August	July	8/2/2019
8/7/2019	M2H	B2	7/14/2019	7/27/2019	7/24/2019	7/23/2019	7/29/2019	7/30/2019	7/31/2019	7/31/2019	8/1/2019	8/1/2019	July	August	July	8/2/2019
8/21/2019	M1I	B1	7/28/2019	8/10/2019	8/7/2019	8/6/2019	8/12/2019	8/13/2019	8/14/2019	8/14/2019	8/15/2019	8/15/2019	August	September	August	9/4/2019
9/4/2019	M2I	B2	8/11/2019	8/24/2019	8/21/2019	8/20/2019	8/26/2019	8/27/2019	8/28/2019	8/28/2019	8/29/2019	8/29/2019	August	September	August	9/4/2019
9/18/2019	MIJ	B1	8/25/2019	9/7/2019	9/4/2019	9/3/2019	9/9/2019	9/10/2019	9/11/2019	9/11/2019	9/12/2019	9/12/2019	September	October	September	10/2/2019
10/2/2019	M2J	B2	9/8/2019	9/21/2019	9/18/2019	9/17/2019	9/23/2019	9/24/2019	9/25/2019	9/25/2019	9/26/2019	9/26/2019	September	October	September	10/2/2019
10/16/2019	MIK	B1	9/22/2019	10/5/2019	10/2/2019	10/1/2019	10/7/2019	10/8/2019	10/9/2019	10/9/2019	10/10/2019	10/10/2019	October	November	October	11/4/2019
10/30/2019	M2K	B2	10/6/2019	10/19/2019	10/16/2019	10/15/2019	10/21/2019	10/22/2019	10/23/2019	10/23/2019	10/24/2019	10/24/2019	October	November	October	11/4/2019
11/13/2019	M1L	B1	10/20/2019	11/2/2019	10/30/2019	10/29/2019	11/4/2019	11/5/2019	11/6/2019	11/6/2019	11/7/2019	11/7/2019	November	December	November	12/5/2019
11/27/2019	M2L	B2	11/3/2019	11/16/2019	11/13/2019	11/12/2019	11/18/2019	11/19/2019	11/20/2019	11/20/2019	11/21/2019	11/21/2019	November	December	November	12/5/2019
12/11/2019	M1M	B1	11/17/2019	11/30/2019	11/27/2019	11/26/2019	12/2/2019	12/3/2019	12/4/2019	12/4/2019	12/5/2019	12/5/2019	December	January	December	1/3/2020
12/23/2019	M2M	B2	12/1/2019	12/14/2019	12/11/2019	12/10/2019	12/13/2019	12/16/2019	12/17/2019	12/17/2019	12/17/2019	12/17/2019	December	January	December	1/3/2020

Column descriptions:

- **Payday:** The day on which checks and direct deposits are issued/available.
- **Schedule Number:** The Pay Cycle Code used to identify a specific pay day.
- **Pay cycle X:** The designation B1 or B2 describes respectively the first two weeks or the second two weeks of a quadriweekly cycle. *The designation TWO indicates the second B1 or B2 cycle occuring with an end date within a calendar month (Benefit Holiday)
- **Pay Period Begin Date:** Biweekly pay periods are 14 days. The ROSTER reflects employees' current distribution of pay for the period noted above, residing in PPS at the time the ROSTER is pulled.
- **Roster Available:** First day the ROSTER and CHECKLIST are available for associated pay day. Once the roster is available for a particular payday, departments should consider how processing EDB updates may affect the roster for an employee whose time is entered on the ROSTER. ROSTERS are produced after PPS is taken down for the evening and available as noted in previous column. It is not **required** that ROSTERS be pulled on the first day they are available; however, any changes to the EDB after this date will impact ROSTER transactions, so EDB update must be carefully coordinated with ROSTER time reporting.
- **Update EDB to affect initial Roster:** This is the last day to update the EDB in order to have changes reflected on initial ROSTER. This generally falls on the Tuesday before the pay period end date, unless there is a holiday.
- **Update EDB to affect final Roster and Cruz Pay Students:** This is the last day to update or change the EDB in order to have changes reflected on the ROSTER. This is also the last day a new-hire can be entered in PPS to be reflected on the ROSTER and in CruzPay for Student employees. This generally falls on a Monday, unless there is a holiday
- **Input time on Roster:** No further EDB update to appointment/distribution data encompassing the current pay period is allowed. Any changes necessary after this date to current pay period must be coordinated with the Payroll Office. This generall falls on a Tuesday, unless there is a holiday.
- **CruzPay Student file feed to OPTRS:** CruzPay Student file feed to OPTRS. Student transactions visible in EDTX next day. This generall falls on a Wednesday, unless there is a holiday.
- **OPTRS Closed for All Transactions:** No further update to ROSTER transactions OR EDB current appointment/distribution data allowed. Non-ROSTER OPTRS transactions (ie: adjustments) for current period still open.
- **Compute:** OPTRS Closed for **all** activity for associated (current) pay period. Adjustment OPTRS for FUTURE pay periods OK.
- **Benefit Contributions...:** When Benefit Holiday is noted for a pay cycle = No Benefit deductions from this check (Santa Cruz schedule)* PPE = Pay Period End Date
- **DOPE Month:** DOPE = Distribution Of Payroll Expense
- **Staged for Review*:** *Represents the date DOPE data is being reviewed by Central Payroll. Transactions will post to FIS and DWH Infoview 2-5 business days after this date.

NOTE: CALENDAR REFLECTS DEADLINES ADJUSTED FOR UCPATH GO-LIVE