

MURRAY STATE UNIVERSITY
 2019 PAYROLL CALENDAR
 EMPLOYEES PAID MONTHLY
 PAY SCHEDULE

YEAR	PR ID	PR NO	PAY OF MONTH	PAY PERIOD		PAY CHECK DATE	PA COMPLETED DATE (A)	PAYROLL RUN DATE (B)	PAYROLL RUN TIME (B)
2019	MN	1	1	January 1, 2019	January 31, 2019	January 31, 2019	January 17, 2019	January 22, 2019	9:00 AM
2019	MN	2	1	February 1, 2019	February 28, 2019	February 28, 2019	February 15, 2019	February 19, 2019	9:00 AM
2019	MN	3	1	March 1, 2019	March 31, 2019	March 29, 2019	March 13, 2019	March 15, 2019	9:00 AM
2019	MN	4	1	April 1, 2019	April 30, 2019	April 30, 2019	April 17, 2019	April 19, 2019	9:00 AM
2019	MN	5	1	May 1, 2019	May 31, 2019	May 31, 2019	May 17, 2019	May 21, 2019	9:00 AM
2019	MN	6	1	June 1, 2019	June 30, 2019	June 28, 2019	June 17, 2019	June 19, 2019	9:00 AM
2019	MN	7	1	July 1, 2019	July 31, 2019	July 31, 2019	July 18, 2019	July 22, 2019	9:00 AM
2019	MN	8	1	August 1, 2019	August 31, 2019	August 30, 2019	August 19, 2019	August 21, 2019	9:00 AM
2019	MN	9	1	September 1, 2019	September 30, 2019	September 30, 2019	September 17, 2019	September 19, 2019	9:00 AM
2019	MN	10	1	October 1, 2019	October 31, 2019	October 31, 2019	October 18, 2019	October 22, 2019	9:00 AM
2019	MN	11	1	November 1, 2019	November 30, 2019	November 29, 2019	November 15, 2019	November 19, 2019	9:00 AM
2019	MN	12	1	December 1, 2019	December 31, 2019	December 20, 2019	December 5, 2019	December 10, 2019	9:00 AM

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES.

PA'S NOT RECEIVED BY THIS DATE WILL NOT BE PAID THAT MONTH.

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

YEAR	PR ID	PR NO	PAY OF MONTH	START DATE	END DATE	LEAVE REPORTS ENTER ON WEB FROM	LEAVE REPORTS ENTER ON WEB TO	TIME DUE	APPROVAL DUE DATE	TIME DUE
2019	MN	1	1	January 1, 2019	January 31, 2019	January 1, 2019	February 6, 2019	3:00 PM	February 8, 2019	3:00 PM
2019	MN	2	1	February 1, 2019	February 28, 2019	February 1, 2019	March 6, 2019	3:00 PM	March 8, 2019	3:00 PM
2019	MN	3	1	March 1, 2019	March 31, 2019	March 1, 2019	April 4, 2019	3:00 PM	April 8, 2019	3:00 PM
2019	MN	4	1	April 1, 2019	April 30, 2019	April 1, 2019	May 6, 2019	3:00 PM	May 8, 2019	3:00 PM
2019	MN	5	1	May 1, 2019	May 31, 2019	May 1, 2019	June 5, 2019	3:00 PM	June 7, 2019	3:00 PM
2019	MN*	6	1	June 1, 2019	June 30, 2019	June 1, 2019	June 24, 2019	3:00 PM	June 26, 2019	3:00 PM
2019	MN	7	1	July 1, 2019	July 31, 2019	July 1, 2019	August 6, 2019	3:00 PM	August 8, 2019	3:00 PM
2019	MN	8	1	August 1, 2019	August 31, 2019	August 1, 2019	September 6, 2019	3:00 PM	September 10, 2019	3:00 PM
2019	MN	9	1	September 1, 2019	September 30, 2019	September 1, 2019	October 4, 2019	3:00 PM	October 8, 2019	3:00 PM
2019	MN	10	1	October 1, 2019	October 31, 2019	October 1, 2019	November 6, 2019	3:00 PM	November 8, 2019	3:00 PM
2019	MN	11	1	November 1, 2019	November 30, 2019	November 1, 2019	December 5, 2019	3:00 PM	December 9, 2019	3:00 PM
2019	MN	12	1	December 1, 2019	December 31, 2019	December 1, 2019	January 6, 2020	3:00 PM	January 8, 2020	3:00 PM

* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.

10/4/2019