



MONTHLY ONE TIME PAYMENT TOOL SCHEDULE - 2020 - v1 (10/02/2020)

Pay Cycle	Pay Period Begin Date	Pay Period End Date	Request Approval Deadline	I-618 File Creation (1:45pm)	Corrections (I-618) due 1:45 pm	Pay Confirm (After 4pm)	Check Date
MO	12-01-19	12-31-19	Mon 12-16-19	Tue 12-17-19 (9:30AM)*	Wed 12-18-19 (4PM)*	Fri 12-27-19	Thu 01-02-20
MO	01-01-20	01-31-20	Tue 01-21-20	Wed 01-22-20	Thu 1-23-20 (11AM)*	Mon 01-27-20	Fri 01-31-20
MO	02-01-20	02-29-20	Tue 02-18-20	Wed 02-19-20	Thu 2-20-20 (11AM)*	Mon 02-24-20	Fri 02-28-20
MO	03-01-20	03-31-20	Sun 03-22-20	Mon 03-23-20	Tue 03-24-20	Thu 03-26-20	Wed 04-01-20
MO	04-01-20	04-30-20	Tue 04-21-20	Wed 04-22-20	Thu 04-23-20	Mon 04-27-20	Fri 05-01-20
MO	05-01-20	05-31-20	Wed 05-20-20	Thu 05-21-20	Fri 5-22-20 (12PM)*	Thu 5-28-20*	Mon 06-01-20
MO	06-01-20	06-30-20	Sun 06-21-20	Mon 06-22-20	Tue 06-23-20	Thu 06-25-20	Wed 07-01-20
MO	07-01-20	07-31-20	Tue 07-21-20	Wed 07-22-20	Thu 07-23-20	Mon 07-27-20	Fri 07-31-20
MO	08-01-20	08-31-20	Thu 08-20-20	Fri 08-21-20	Mon 08-24-20	Wed 08-26-20	Tue 09-01-20
MO	09-01-20	09-30-20	Mon 09-21-20	Tue 09-22-20	Wed 09-23-20	Fri 09-25-20	Thu 10-01-20
MO	10-01-20	10-31-20	Tue 10-20-20	Wed 10-21-20	Thu 10-22-20	Mon 10-26-20	Fri 10-30-20
MO	11-01-20	11-30-20	Thu 11-19-20	Fri 11-20-20	Mon 11-23-20	Wed 11-25-20	Tue 12-01-20
MO	12-01-20	12-31-20	Mon 12-21-20	Tue 12-22-20 *	Wed 12-23-20 *	Tue 12-29-20	Mon 01-04-21
*Early Cutoff							
<i>Pay Period Begin & End Dates are synced with UCPath Pay Period Dates.</i>							