MONTHLY AND ACADEMIC PAID FROM PAYROLL AUTHORIZATION

Personnel documents for Monthly and Academic pay types should be at the **"Budget Office" level** in the WebDFS BA/Personnel system by the dates listed below. This will allow the University Budget Office to analyze, resolve any problems and update documents in a timely manner allowing timely and accurate payroll processing. **Documents not at the "Budget Office" level on the correct date may cause missed payments or incorrect payments to be made from the authorization.**

MONTHLY PERSONNEL DOCUMENTS

BUDGET OFFICE LEVEL	RUN DATE
07/07/2017	07/21/2017
08/14/2017	08/28/2017
09/15/2017	09/27/2017
10/16/2017	10/25/2017
11/10/2017	11/20/2017
12/08/2017	12/18/2017
01/15/2018	01/24/2018
02/15/2018	02/21/2018
03/19/2018	03/28/2018
04/16/2018	04/25/2018
05/14/2018	05/24/2018
06/08/2018	06/27/2018

ACADEMIC PERSONNEL DOCUMENTS

BUDGET OFFICE LEVEL	RUN DATE
08/09/2017	08/25/2017
09/08/2017	09/22/2017
10/10/2017	10/20/2017
11/07/2017	11/16/2017
12/02/2017	12/13/2017
01/12/2018	01/19/2018
02/09/2018	02/16/2018
03/15/2018	03/22/2018
04/12/2018	04/19/2018
04/24/2018	05/02/2018