

2019 MONTHLY PAYROLL CALENDAR

* Deviates from the normal deadline

** MO = USA

MH = USA HealthCare Management LLC

MI = University of South Alabama Health Authority

Payroll ID** and Number	Period Covered	PA/Paperwork Due in HR or Payroll As Appropriate Before 4:00 PM	Employee Leave Report Payroll Before 5:00 PM (a)	Approvers Leave Report Payroll Before 5:00 PM	Check Date
MO/MH/MI 01	12/01/2018 - 12/31/2018	12/10/2018*	01/15/2019	01/20/2019	01/02/2019
MO/MH/MI 02	01/01/2019 - 01/31/2019	01/22/2019	02/15/2019	02/20/2019	02/01/2019
MO/MH/MI 03	02/01/2019 - 02/28/2019	02/19/2019	03/15/2019	03/20/2019	03/01/2019
MO/MH/MI 04	03/01/2019 - 03/31/2019	03/20/2019	04/15/2019	04/20/2019	04/01/2019
MO/MH/MI 05	04/01/2019 - 04/30/2019	04/19/2019	05/15/2019	05/20/2019	05/01/2019
MO/MH/MI 06	05/01/2019 - 05/31/2019	05/22/2019	06/15/2019	06/20/2019	06/03/2019
MO/MH/MI 07	06/01/2019 - 06/30/2019	06/19/2019	07/15/2019	07/20/2019	07/01/2019
MO/MH/MI 08	07/01/2019 - 07/31/2019	07/22/2019	08/15/2019	08/20/2019	08/01/2019
MO/MH/MI 09	08/01/2019 - 08/31/2019	08/21/2019	09/15/2019	09/20/2019	09/03/2019
MO/MH/MI 10	09/01/2019 - 09/30/2019	09/19/2019	10/15/2019	10/20/2019	10/01/2019
MO/MH/MI 11	10/01/2019 - 10/31/2019	10/22/2019	11/15/2019	11/20/2019	11/01/2019
MO/MH/MI 12	11/01/2019 - 11/30/2019	11/15/2019*	12/15/2019	12/20/2019	12/02/2019

Dates may be subject to change due to unforeseen circumstances

Revised 11/06/2018