

## 2018 UCI PPS/TRS Deadlines

| <b>***Notice: All dates/deadlines listed below are tentative, and subject to change.***</b>  |                  |          |                 |                             |                               |   |  |                                       |   |
|--|------------------|----------|-----------------|-----------------------------|-------------------------------|---|--|---------------------------------------|---|
| <b>Do not make changes to the appointment/pay distribution after the employee has submitted the timesheet and before the payroll cutoff.</b> |                  |          |                 |                             |                               |   |  |                                       |   |
| Pay Cycle  | Pay Period Dates |          | CHECK DATE      | TRS Deadlines               |                               |   | PPS Deadlines                          |                                       |   |
|  | BEGIN DATE       | END DATE |                 | Employee Deadline (12 noon) | Supervisor Deadline (12 noon) | Department Time Administrator (DTA) Deadline (5 pm) | FIRST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO UPDATE EDB OR MAKE EDAT ADJUSTMENTS |
| XX   |                  | 12-01-17 | <b>01-08-18</b> |                             |                               |   | 12-06-17                               |                                       | Wed 01-03-18                                    |
| B1   | 12-17-17         | 12-30-17 | <b>01-10-18</b> | 01-01-18                    | 01-02-18                      | 01-03-18  | 12-21-17                               | 01-03-18                              | Thu 01-04-18                                    |
| B2   | 12-31-17         | 01-13-18 | <b>01-24-18</b> | 01-16-18                    | 01-17-18                      | 01-18-18  | 01-05-18                               | 01-18-18                              | Fri 01-19-18                                    |
| MO   | 01-01-18         | 01-31-18 | <b>02-01-18</b> | 02-09-18                    | 02-14-18                      | 02-18-18  | 01-08-18                               | 01-25-18                              | Fri 01-26-18                                    |
| XX   |                  | 01-02-18 | <b>02-08-18</b> |                             |                               |   | 01-05-18                               |                                       | Fri 02-02-18                                    |
| B1   | 01-14-18         | 01-27-18 | <b>02-07-18</b> | 01-29-18                    | 01-30-18                      | 01-31-18  | 01-25-18                               | 01-31-18                              | Thu 02-01-18                                    |
| B2   | 01-28-18         | 02-10-18 | <b>02-21-18</b> | 02-12-18                    | 02-13-18                      | 02-14-18  | 02-08-18                               | 02-14-18                              | Thu 02-15-18                                    |
| MO   | 02-01-18         | 02-28-18 | <b>03-01-18</b> | 03-09-18                    | 03-14-18                      | 03-18-18  | 02-06-18                               | 02-22-18                              | Fri 02-23-18                                    |
| XX   |                  | 02-01-18 | <b>03-08-18</b> |                             |                               |   | 02-05-18                               |                                       | Fri 03-02-18                                    |
| B1   | 02-11-18         | 02-24-18 | <b>03-07-18</b> | 02-26-18                    | 02-27-18                      | 02-28-18  | 02-22-18                               | 02-28-18                              | Thu 03-01-18                                    |
| B2   | 02-25-18         | 03-10-18 | <b>03-21-18</b> | 03-12-18                    | 03-13-18                      | 03-14-18  | 03-08-18                               | 03-14-18                              | Thu 03-15-18                                    |
| MO   | 03-01-18         | 03-31-18 | <b>03-29-18</b> | 04-09-18                    | 04-14-18                      | 04-18-18  | 03-06-18                               | 03-22-18                              | Fri 03-23-18                                    |
| B1   | 03-11-18         | 03-24-18 | <b>04-04-18</b> | 03-26-18                    | 03-27-18                      | 03-28-18  | 03-22-18                               | 03-28-18                              | Thu 03-29-18                                    |
| XX   |                  | 03-01-18 | <b>04-06-18</b> |                             |                               |   | 03-05-18                               |                                       | Tue 04-03-18                                    |
| B2   | 03-25-18         | 04-07-18 | <b>04-18-18</b> | 04-09-18                    | 04-10-18                      | 04-11-18  | 04-05-18                               | 04-11-18                              | Thu 04-12-18                                    |
| MO   | 04-01-18         | 04-30-18 | <b>05-01-18</b> | 05-09-18                    | 05-14-18                      | 05-18-18  | 04-09-18                               | 04-24-18                              | Wed 04-25-18                                    |
| B1   | 04-08-18         | 04-21-18 | <b>05-02-18</b> | 04-23-18                    | 04-24-18                      | 04-25-18  | 04-19-18                               | 04-25-18                              | Thu 04-26-18                                    |
| XX   |                  | 04-01-18 | <b>05-07-18</b> |                             |                               |   | 04-05-18                               |                                       | Tue 05-01-18                                    |
| B2   | 04-22-18         | 05-05-18 | <b>05-16-18</b> | 05-07-18                    | 05-08-18                      | 05-09-18  | 05-03-18                               | 05-09-18                              | Thu 05-10-18                                    |
| B1   | 05-06-18         | 05-19-18 | <b>05-30-18</b> | 05-21-18                    | 05-22-18                      | 05-23-18  | 05-17-18                               | 05-23-18                              | Thu 05-24-18                                    |
| MO   | 05-01-18         | 05-31-18 | <b>06-01-18</b> | 06-09-18                    | 06-14-18                      | 06-18-18  | 05-07-18                               | 05-24-18                              | Fri 05-25-18                                    |
| XX   |                  | 05-01-18 | <b>06-07-18</b> |                             |                               |   | 05-03-18                               |                                       | Fri 06-01-18                                    |
| B2   | 05-20-18         | 06-02-18 | <b>06-13-18</b> | 06-04-18                    | 06-05-18                      | 06-06-18  | 05-31-18                               | 06-06-18                              | Thu 06-07-18                                    |
| B1   | 06-03-18         | 06-16-18 | <b>06-27-18</b> | 06-18-18                    | 06-19-18                      | 06-20-18  | 06-14-18                               | 06-20-18                              | Thu 06-21-18                                    |
| MO   | 06-01-18         | 06-30-18 | <b>06-29-18</b> | 07-09-18                    | 07-14-18                      | 07-18-18  | 06-06-18                               | 06-22-18                              | Mon 06-25-18                                    |
| XX   |                  | 06-01-18 | <b>07-06-18</b> |                             |                               |   | 06-05-18                               |                                       | Mon 07-02-18                                    |
| B2   | 06-17-18         | 06-30-18 | <b>07-11-18</b> | 07-01-18                    | 07-02-18                      | 07-03-18  | 06-28-18                               | 07-03-18                              | Thu 07-05-18                                    |

## 2018 UCI PPS/TRS Deadlines

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**Do not make changes to the appointment/pay distribution after the employee has submitted the timesheet and before the payroll cutoff.**

| Pay Cycle | Pay Period Dates |          | CHECK DATE      | TRS Deadlines               |                               |   | PPS Deadlines                          |                                       |   |
|-----------|------------------|----------|-----------------|-----------------------------|-------------------------------|---|--|---------------------------------------|---|
|           | BEGIN DATE       | END DATE |                 | Employee Deadline (12 noon) | Supervisor Deadline (12 noon) | Department Time Administrator (DTA) Deadline (5 pm) | FIRST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO ENTER TIME ON IDTC ROSTER | LAST DAY TO UPDATE EDB OR MAKE EDAT ADJUSTMENTS |
| B1        | 07-01-18         | 07-14-18 | <b>07-25-18</b> | 07-16-18                    | 07-17-18                      | 07-18-18  | 07-12-18                               | 07-18-18                              | Thu 07-19-18                                    |
| MO        | 07-01-18         | 07-31-18 | <b>08-01-18</b> | 08-09-18                    | 08-14-18                      | 08-18-18  | 07-09-18                               | 07-26-18                              | Fri 07-27-18                                    |
| XX        |                  | 07-01-18 | <b>08-07-18</b> |                             |                               |   | 07-11-18                               |                                       | Wed 08-01-18                                    |
| B2        | 07-15-18         | 07-28-18 | <b>08-08-18</b> | 07-30-18                    | 07-31-18                      | 08-01-18  | 07-26-18                               | 08-01-18                              | Thu 08-02-18                                    |
| B1        | 07-29-18         | 08-11-18 | <b>08-22-18</b> | 08-13-18                    | 08-14-18                      | 08-15-18  | 08-09-18                               | 08-15-18                              | Thu 08-16-18                                    |
| MO        | 08-01-18         | 08-31-18 | <b>08-31-18</b> | 09-09-18                    | 09-14-18                      | 09-18-18  | 08-06-18                               | 08-23-18                              | Fri 08-24-18                                    |
| B2        | 08-12-18         | 08-25-18 | <b>09-05-18</b> | 08-27-18                    | 08-28-18                      | 08-29-18  | 08-23-18                               | 08-29-18                              | Thu 08-30-18                                    |
| XX        |                  | 08-01-18 | <b>09-07-18</b> |                             |                               |   | 08-03-18                               |                                       | Tue 09-04-18                                    |
| B1        | 08-26-18         | 09-08-18 | <b>09-19-18</b> | 09-10-18                    | 09-11-18                      | 09-12-18  | 09-06-18                               | 09-12-18                              | Thu 09-13-18                                    |
| MO        | 09-01-18         | 09-30-18 | <b>10-01-18</b> | 10-09-18                    | 10-14-18                      | 10-18-18  | 09-07-18                               | 09-24-18                              | Tue 09-25-18                                    |
| B2        | 09-09-18         | 09-22-18 | <b>10-03-18</b> | 09-24-18                    | 09-25-18                      | 09-26-18  | 09-20-18                               | 09-26-18                              | Thu 09-27-18                                    |
| XX        |                  | 09-01-18 | <b>10-05-18</b> |                             |                               |   | 09-06-18                               |                                       | Mon 10-01-18                                    |
| B1        | 09-23-18         | 10-06-18 | <b>10-17-18</b> | 10-08-18                    | 10-09-18                      | 10-10-18  | 10-04-18                               | 10-10-18                              | Thu 10-11-18                                    |
| B2        | 10-07-18         | 10-20-18 | <b>10-31-18</b> | 10-22-18                    | 10-23-18                      | 10-24-18  | 10-18-18                               | 10-24-18                              | Thu 10-25-18                                    |
| MO        | 10-01-18         | 10-31-18 | <b>11-01-18</b> | 11-09-18                    | 11-14-18                      | 11-18-18  | 10-08-18                               | 10-25-18                              | Fri 10-26-18                                    |
| XX        |                  | 10-01-18 | <b>11-07-18</b> |                             |                               |   | 10-03-18                               |                                       | Thu 11-01-18                                    |
| B1        | 10-21-18         | 11-03-18 | <b>11-14-18</b> | 11-05-18                    | 11-06-18                      | 11-07-18  | 11-01-18                               | 11-07-18                              | Thu 11-08-18                                    |
| B2        | 11-04-18         | 11-17-18 | <b>11-28-18</b> | 11-18-18                    | 11-19-18                      | 11-20-18  | 11-15-18                               | 11-20-18                              | Wed 11-21-18                                    |
| MO        | 11-01-18         | 11-30-18 | <b>11-30-18</b> | 12-09-18                    | 12-14-18                      | 12-18-18  | 11-05-18                               | 11-21-18                              | Mon 11-26-18                                    |
| XX        |                  | 11-01-18 | <b>12-07-18</b> |                             |                               |   | 11-05-18                               |                                       | Mon 12-03-18                                    |
| B1        | 11-18-18         | 12-01-18 | <b>12-12-18</b> | 12-03-18                    | 12-04-18                      | 12-05-18  | 11-29-18                               | 12-05-18                              | Thu 12-06-18                                    |
| B2        | 12-02-18         | 12-15-18 | <b>12-26-18</b> | 12-16-18                    | 12-17-18                      | 12-18-18  | 12-12-18                               | 12-18-18                              | Wed 12-19-18                                    |
| MO        | 12-01-18         | 12-31-18 | <b>01-02-19</b> | 01-09-19                    | 01-14-19                      | 01-18-19  | 12-05-18                               | 12-20-18                              | Fri 12-21-18                                    |
| XX        |                  | 12-01-18 | <b>01-08-19</b> |                             |                               |   | 12-05-18                               |                                       | Thu 01-03-19                                    |
| B1        | 12-16-18         | 12-29-18 | <b>01-09-19</b> | 01/01/19                    | 01/02/19                      | 01/03/19  | 12/20/18                               | 01/03/19                              | Fri 01-04-19                                    |