FSM Important Payroll Dates for May

**Apr 26**  Fri  **EARLY FSM Deployment Deadline – All funding entries and approvals in by noon**

**Apr 26**  Fri  Biweekly Pay Date

**Apr 30**  Tues  12 PM: Deadline for all online additional pay approvals for Biweekly for 5/10 Biweekly pay date

**Apr 30**  Tues  Monthly Pay Date

**May 1**  Wed  FSM Deployment Deadline – All funding entries and approvals in by noon

**May 2**  Thurs  Adjustment Pay Date

**May 6**  Mon  Appointment forms due in FSM Finance and Admin for 5/16 Adjustment Run

**May 7**  Tues  **Monthly position/appointment forms due in Finance and Admin for the monthly 5/31 pay date**

**May 7**  Tues  12 PM: Deadline for all online additional pay approvals for Gross Ups ONLY for 5/16 Adj Run

**May 8**  Wed  12PM: FSM Deployment Deadline – All funding entries and approvals in by noon

**May 10**  Fri  Biweekly Pay Date

**May 14**  Tues  12 PM: Deadline for all online additional pay approvals for Biweekly for 5/24 Biweekly pay date

**May 15**  Wed  FSM Deployment Deadline – All funding entries and approvals in by noon

**May 16**  Thurs  Adjustment Pay Date

**May 20**  Mon  12 PM: Deadline for all online additional pay approvals for Monthly for 5/31 pay date

**May 20**  Mon  All monthly terminations for May must be submitted to Finance and Administration

**May 22**  Wed  FSM Deployment Deadline – All funding entries and approvals in by noon

**May 24**  Fri  Biweekly Pay Date

**Week of May 28**  NO ADJUSTMENT RUN

**May 28**  Tues  12 PM: Deadline for all online additional pay approvals for Biweekly for 6/7 Biweekly pay date

**May 29**  Wed  12PM: FSM Deployment Deadline – All funding entries and approvals in by noon

**May 31**  Fri  Monthly Pay Date

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**Additional Pay Deadlines - May**

<table>
<thead>
<tr>
<th>Pay Group</th>
<th>Department Approver</th>
<th>School Approver</th>
<th>Pay Dates</th>
<th>When to enter to be paid out on</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biweekly</td>
<td>Tuesday 4/30/2019</td>
<td>Wednesday 5/1/2019</td>
<td>5/10/2019 Biweekly Pay</td>
<td>Enter between 4/25 and 4/30</td>
</tr>
<tr>
<td></td>
<td>Tuesday 5/14/2019</td>
<td>Wednesday 5/15/2019</td>
<td>5/24/2019 Biweekly Pay</td>
<td>Enter between 5/9 and 5/14</td>
</tr>
<tr>
<td>Monthly - NU only</td>
<td>Monday 5/21/2019</td>
<td>Tuesday 5/22/2019</td>
<td>5/31/2019 Monthly Pay</td>
<td>Monthly ad pays are only paid on the monthly pay date. They can be entered any time. If grossed up, see below.</td>
</tr>
<tr>
<td>Gross ups</td>
<td>Tuesday 5/7/2019</td>
<td>Wednesday 5/8/2019</td>
<td>5/16/2019 Adjustment</td>
<td>Gross ups automatically go on the next adjustment run, can be entered any time</td>
</tr>
<tr>
<td>Monthly - NMG only</td>
<td>Friday 5/17/2019</td>
<td>Tuesday 5/22/2019</td>
<td>5/31/2019 Monthly Pay</td>
<td>NMG only approves once a month, NMG only ad pays (710-9700000) can be entered any time</td>
</tr>
</tbody>
</table>