

April 20, 2018

Payroll Services 2017-2018 Fiscal Year-End Closing Schedule

For Monthly Payroll:		
Monthly Salary Transfers for PPE:	submitted on Form <u>UPP103</u> must be received in Payroll by:	submitted and approved in <u>PETS</u> by:
July 31, 2017 through April 30, 2018	12:00 noon on Friday, May 11, 2018	9:00am on Wednesday, May 16, 2018
May 31, 2018	12:00 noon on Friday, June 15, 2018	9:00am on Wednesday, June 20, 2018
June 30, 2018	12:00 noon on Friday, June 29, 2018	9:00am on Tuesday, July 3, 2018

For Biweekly Payroll:		
Biweekly Salary Transfers for PPE:	submitted on Form <u>UPP103</u> must be received in Payroll by:	submitted and approved in <u>PETS</u> by:
July 1, 2017 through May 5, 2018	12:00 noon on Wednesday, May 16, 2018	9:00am on Friday, May 18, 2018
May 19, 2018	12:00 noon on Wednesday, May 30, 2018	9:00am on Friday, June 1, 2018
June 2, 2018	12:00 noon on Wednesday, June 13, 2018	9:00am on Friday, June 15, 2018
June 16, 2018	12:00 noon on Friday, June 29, 2018	9:00am on Friday, June 29, 2018

Any payroll forms or salary transfers not meeting the deadlines as stated above may be processed in the next Fiscal Year 2018-2019.

For questions or concerns, please contact Lerone Moore, Payroll Services (773)-834-2672 or leronemoore@uchicago.edu.