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| **Office of the Controller Job Aid** |
| **Responsible Unit** | **Payroll** | **August 3rd, 2023** |
| **Title** | *Payroll Calendar* |

A pay period begins on a Sunday in week 1 and ends on a Saturday in week 2, bi-weekly pay period. Normally pay day is the following Friday after pay period ends. Occasionally payroll processing and pay day may be advanced due to holiday scheduling.

A payroll calendar is published at The Office of The Controller- Payroll Services (OOTC-PS) website at: <https://www.umaryland.edu/controller//payroll/> listing the pay periods, begin and end dates of payroll processing and the tasks and deadlines departments are required to perform. Department payroll reps are expected to check and follow the payroll calendar daily to make sure all the tasks are completed by deadlines.

Other than the Payroll Calendar, the following schedules are available on the webpage:

* **Employees**- Calendar of pay periods and pay dates
* **Commitment Accounting**- Calendar of Actual Distributions and Reporting processes
* **Holiday Schedule**
* **FY Salary Calculation Chart- 10ths**
* **FY Salary Calculation Chart- 14ths**

Below is a generic payroll calendar shows the deadline and tasks for employees, units, and supervisors:

