

Georgetown University
Main Campus
FY19 Monthly Pay Schedule

As of March 25, 2019
 (Subject to Change)

Please note: All additional compensation requires advance approval before work commences.
 For new hires or re-hires, you must refer to the New Hire Calendar.

Pay Period Start	Pay Period End	Documentation Due to HR Contact or Office of Academic Appointments to be included in Pay Period	Transaction must be initiated by HR Contact in GMS to be included in Pay Period	CFO ¹ Approval in GMS must occur by 12:00 PM	Documents Due in Payroll ² by 12:00 PM	Pay Date
07/01/18	07/31/18	07/06/18	07/13/18	07/23/18	07/23/18	07/31/18
08/01/18	08/31/18	08/03/18	08/13/18	08/24/18	08/24/18	08/31/18
09/01/18	09/30/18	09/07/18	09/13/18	09/21/18	09/21/18	09/28/18
10/01/18	10/31/18	10/05/18	10/12/18	10/23/18	10/23/18	10/31/18
11/01/18	11/30/18	11/02/18	11/09/18	11/20/18	11/20/18	11/30/18*
12/01/18	12/31/18	11/30/18	12/07/18	12/13/2018**	12/13/2018**	12/21/18
01/01/19	01/31/19	01/07/19	01/14/19	01/23/19	01/23/19	01/31/19
02/01/19	02/28/19	02/06/19	02/13/19	02/21/19	02/21/19	02/28/19
03/01/19	03/31/19	03/08/19	03/14/19	03/21/19	03/21/19	03/29/19
04/01/19	04/30/19	04/05/19	04/11/19	04/23/19	04/23/19	04/30/19
05/01/19	05/31/19	05/09/19	05/16/19	05/23/19	05/23/19	05/31/19
06/01/19	06/30/19	06/07/19	06/14/19	06/20/19	06/20/19	06/28/19

*Early Closing Date

Notes

¹ CFO approval is the last step in the approval chain with the exception of timesheets and faculty transactions. All previous approvals must happen timely in order for the CFO to approve timely.

² Documents Due in Payroll include the General Payroll forms, which will be used for payroll deduction forms, one time payment for honorarium.

Direct Deposit and Tax Withholding changes MUST be completed by the Employees in GMS.

**Georgetown University
Main Campus**

FY19 Biweekly Pay Schedule

As of March 25, 2019
(Subject to Change)

Please note: All additional compensation requires advance approval before work commences.

For new hires or re-hires, you must refer to the New Hire Calendar.

Pay Period Start	Pay Period End	Documentation Due to HR Contact to be included in Pay Period ¹	Transaction must be initiated by HR Contact in GMS to be included in	Documentation Due to SEO or GSAS to be included in Pay Period ¹	CFO ² / Student Employment Reviewer must approve in GMS by 12:00 PM	Documents Due in Payroll ³ by 12:00 PM	GMS Time Entry Approved By 5:00PM	Pay Date
06/18/18	07/01/18	06/20/18	06/25/18	06/21/18	6/28/2018**	6/28/2018**	06/29/18	07/06/18
07/02/18	08/15/18	07/03/18	07/09/18	07/06/18	07/13/18	07/13/18	07/13/18	07/20/18
07/16/18	07/29/18	07/18/18	07/23/18	07/20/18	07/27/18	07/27/18	07/28/18	08/03/18
07/30/18	08/12/18	08/01/18	08/06/18	08/03/18	08/10/18	08/10/18	08/10/18	08/17/18
08/13/18	08/26/18	08/15/18	08/20/18	08/17/18	08/24/18	08/24/18	08/24/18	08/31/18
08/27/18	09/09/18	08/29/18	09/04/18	08/31/18	09/07/18	09/07/18	09/07/18	09/14/18
09/10/18	09/23/18	09/12/18	09/17/18	09/14/18	09/21/18	09/21/18	09/21/18	09/28/18
09/24/18	10/07/18	09/26/18	10/02/18	09/28/18	10/05/18	10/05/18	10/05/18	10/12/18
10/08/18	10/21/18	10/10/18	10/15/18	10/12/18	10/19/18	10/19/18	10/19/18	10/26/18
10/22/18	11/04/18	10/24/18	10/29/18	10/26/18	11/02/18	11/02/18	11/02/18	11/09/18
11/05/18	11/18/18	11/07/18	11/12/18	11/07/18	11/14/2018**	11/14/2018**	11/15/2018**	11/21/18
11/19/18	12/02/18	11/21/18	11/26/18	11/21/18	11/30/18	11/30/18	11/30/18	12/07/18
12/03/18	12/16/18	12/03/18	12/07/18	12/06/18	12/13/18	12/13/18	12/13/2018**	12/21/18
12/17/18	12/30/18	12/18/18	12/20/18	12/14/18	12/21/18	12/21/18	12/21/18	01/04/19
12/31/18	01/13/19	01/02/19	01/07/19	01/04/19	01/11/19	01/11/19	01/11/19	01/18/19
01/14/19	01/27/19	01/16/19	01/22/19	01/18/19	01/25/19	01/25/19	01/25/19	02/01/19
01/28/19	02/10/19	01/31/18	02/05/18	02/01/19	02/08/19	02/08/19	02/08/19	02/15/19
02/11/19	02/24/19	02/13/19	02/19/19	02/15/19	02/22/19	02/22/19	02/22/19	03/01/19
02/25/19	03/10/19	02/27/19	03/04/19	03/01/19	03/08/19	03/08/19	03/08/19	03/15/19
03/11/19	03/24/19	03/13/19	03/18/19	03/15/19	03/22/19	03/22/19	03/22/19	03/29/19
03/25/19	04/07/19	03/26/19	04/01/19	03/29/19	04/05/19	04/05/19	04/05/19	04/12/19
04/08/19	04/21/19	04/09/19	04/15/19	04/11/19	04/18/19	04/18/19	04/19/19	04/26/19

04/22/19	05/05/19	04/24/19	04/29/19	04/26/19	05/03/19	05/03/19	05/03/19	05/10/19
05/06/19	05/19/19	05/08/19	05/13/19	05/10/19	05/17/19	05/17/19	05/17/19	05/24/19
05/20/19	06/02/19	05/22/19	05/28/19	05/24/19	05/31/19	05/31/19	05/31/19	06/07/19
06/03/19	06/16/19	06/05/19	06/10/19	06/07/19	06/14/19	06/14/19	06/14/19	06/21/19
06/17/19	06/30/19	06/19/19	06/24/19	06/20/19	06/27/19	06/27/19	06/28/19	07/05/19

Notes

¹ This applies to all payroll transactions in GMS that are NOT timesheets.

² CFO approval is the last step in the approval process chain with the exception of timesheets and student transactions. All previous approvals must happen timely in order for the CFO to approve timely.

³ Payroll Documents include Time Sheet Correction Forms To A Previous Pay Period, Override Forms, Payroll Deduction Forms, Meals/Call Pay Authorization Forms, Cost Center Adjustment Forms.

One Time Payment Forms for Honorarium Due in Payroll no LATER than 12:00 PM.

Direct Deposit and Tax Withholding changes MUST be completed by the Employees in GMS.