

Pay Period	Final Pay Calculation	3 days	2 days
Apr 1-15	20-Apr	15-Apr	16-Apr
Apr 16-30	4-May	29-Apr	30-Apr
May 1-15	19-May	14-May	17-May
May 16-31	4-Jun	1-Jun	2-Jun
June 1-15	21-Jun	16-Jun	17-Jun
June 16-30	2-Jul	29-Jun	30-Jun
July 1-15	20-Jul	15-Jul	16-Jul
July 16-31	4-Aug	30-Jul	2-Aug
Aug 1-15	19-Aug	16-Aug	17-Aug
Aug 16-31	3-Sep	31-Aug	1-Sep
Sept 1-15	20-Sep	15-Sep	16-Sep
Sept 16-30	4-Oct	29-Sep	30-Sep
Oct 1-15	19-Oct	14-Oct	15-Oct
Oct 16-31	4-Nov	1-Nov	2-Nov
Nov 1-15	18-Nov	15-Nov	16-Nov
Nov 16-30	6-Dec	1-Dec	2-Dec
Dec 1-15	17-Dec	14-Dec	15-Dec
Dec 16-31	4-Jan-22	29-Dec-21	30-Dec-21

3 days

- **3 working days before the final pay calculation date:**
- ADV and Transpasu forms (departmental requests) must be received in GCA ***no later than 3:00 PM.***
- OSP actions (FAs and PACs) must be received in GCA ***by the end of the day.***

2 days

- **2 working days before the final pay calculation date:**
- The following requests must be received in GCA ***no later than 3:00 PM:***
- Opening a status 2 or 3 budget to status 1.
- Extending the end date of a sub budget.
- Exercising Expanded Authorities to change the start date of a budget.