

Pay Period	Final Pay Calculation	3 days	2 days
Jan 1-15	19-Jan	13-Jan	14-Jan
Jan 16-31	4-Feb	1-Feb	2-Feb
Feb 1-15	18-Feb	15-Feb	16-Feb
Feb 16-28	4-Mar	1-Mar	2-Mar
Mar 1-15	21-Mar	16-Mar	17-Mar
Mar 16-31	5-Apr	31-Mar	1-Apr
Apr 1-15	19-Apr	14-Apr	15-Apr
Apr 16-30	4-May	29-Apr	2-May
May 1-15	19-May	16-May	17-May
May 16-31	6-Jun	1-Jun	2-Jun
June 1-15	17-Jun	14-Jun	15-Jun
June 16-30	5-Jul	29-Jun	30-Jun
July 1-15	19-Jul	14-Jul	15-Jul
July 16-31	4-Aug	1-Aug	2-Aug
Aug 1-15	19-Aug	16-Aug	17-Aug
Aug 16-31	2-Sep	30-Aug	31-Aug
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	17-Oct
Oct 16-31	4-Nov	1-Nov	2-Nov
Nov 1-15	17-Nov	14-Nov	15-Nov
Nov 16-30	5-Dec	30-Nov	1-Dec
Dec 1-15	19-Dec	14-Dec	15-Dec
Dec 16-31	4-Jan-23	29-Dec-22	30-Dec-22

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.