

**2019 Monthly Payroll Calendar**  
**University of Wisconsin-La Crosse**

Monthly Earning Period	Pay Period	Payroll Forms Due*	Pay Date	Note
11/1/2018 - 11/30/2018	Nov M	Wed, Nov 7	12/1/2019	
12/1/2018 - 12/31/2018	Dec M	Wed, Dec 5	1/2/2019	
1/1/2019 - 1/31/2019	Jan M	Fri, Jan 4	2/1/2019	
2/1/2019 - 2/28/2019	Feb M	Fri, Feb 1	3/1/2019	
3/1/2019 - 3/31/2019	Mar M	Wed, Mar 6	4/1/2019	1st summer prepay deduction (9-month contact employees)
4/1/2019 - 4/30/2019	Apr M	Fri, Apr 5	5/1/2019	2nd summer prepay deduction (9-month contact employees)
5/1/2019 - 5/31/2019	May M	Fri, May 3	5/31/2019	3rd summer prepay deduction (9-month contact employees)
6/1/2019 - 6/30/2019	Jun M	Wed, May 29	6/28/2019	Last pay period of 2019 fiscal year, Summer Session I payments
7/1/2019 - 7/31/2019	Jul M	Wed, Jun 26	8/1/2019	First pay period of 2020 fiscal year, Summer Session II payments
8/1/2019 - 8/31/2019	Aug M	Fri, Jul 26	8/30/2019	Summer Session III payments
9/1/2019 - 9/30/2019	Sep M	Wed, Aug 28	10/1/2019	First pay period for 2019-20 academic year (9-month employees)
10/1/2019 - 10/31/2019	Oct M	Fri, Oct 4	11/1/2019	UIA deductions (mandatory life ins. for those who qualify)
11/1/2019 - 11/30/2019	Nov M	Fri, Nov 1	11/29/2019	
12/1/2019 - 12/31/2019	Dec M	Fri, Nov 22	1/2/2020	
<b>*In order to guarantee processing and be reflected in the earnings for the pay period, the following forms must be received by HR on or before the due</b>				
Overload and lump sum pay request forms				
Faculty/staff appointment documents				
Direct deposit, W-4 tax withholding updates/changes				
New/updated payroll deductions (including tax sheltered annuity, parking, faculty/staff meal plan, and REC memberships)				