

Monthly payroll closing schedule

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The monthly payroll closing schedule is available at:

http://controllers.mit.edu/site/calendar_schedules/schedules/monthly_payroll_closing

Payroll closing schedules published on the Payroll web site include:

- The monthly closing schedule (all payroll cutoffs for the current calendar month)
- Payroll cutoffs for the current calendar year, in three versions: weekly cutoffs (e.g., timesheet approval) and monthly cutoffs (e.g., the HR/Payroll Service Center cutoff for monthly employee transactions), and the payroll processing week calendar, which shows processing week numbers and MIT holidays.
- Quarterly salary certification calendar - e.g., the cutoff dates for salary distribution changes via the eSDS salary distribution web application.