

Semester	Start Date	End Date	Due in SPAR With UH/VP Approval	To Receive SPAR Approval By	Due in SmartHR	First Check	Last Check
Winter Intersession Non-Faculty	12/26/2018	1/22/2019	10/19/2018	11/16/2018	12/10/2018	1/18/2019 (7 days)	2/15/2019 (3 days)
Winter Intersession Full-time Faculty					1/4/2019		
Spring	1/22/2019	5/14/2019	10/31/2018	12/12/2018	12/28/2018	2/15/2019 (8 days)	6/7/2019 (3 days)
Summer	5/23/2019	8/22/2019	3/5/2019	4/6/2019	4/29/2019	6/7/2019 (1 day)	9/13/2019 (5 days)
Fall	8/26/2019	12/18/2019	5/24/2019	7/8/2019	8/2/2019	9/13/2019 (4 days)	1/3/2020 (9 days)

SUMMER SESSION 2019 DATES AND DEADLINES

Session	Session Dates	Due in SPAR With UH/VP Approval	To Receive SPAR Approval By	Faculty Due in SmartHR	Non-Faculty Due in SmartHR	First Check	Last Check
May Term	5/13/19-6/3/19	3/7/2019	4/4/2019	5/17/2019	4/26/2019	6/7/2019 (9 days)	6/21/2019 (7 days)
Summer Session 1	6/3/19-7/8/19	3/21/2019	5/1/2019	6/12/2019	5/24/2019	6/21/2019 (4 days)	8/2/2019 (2 days)
Alt Session 1	6/3/19-7/15/19	3/21/2019	5/1/2019	6/12/2019	5/24/2019	6/21/2019 (4 days)	8/2/2019 (7 days)
Summer Session 2	7/15/19-8/19/19	4/26/2019	6/5/2019	7/24/2019	7/7/2019	8/2/2019 (4 days)	9/13/2019 (2 days)
Alt Session 2	7/15/19-8/26/19	4/26/2019	6/5/2019	7/24/2019	7/7/2019	8/2/2019 (4 days)	9/13/2019 (7 days)
Summer Session 3	5/13/19-8/23/19	3/10/2019	3/30/3019	5/17/2019 (variable)	4/26/2019 (variable)	6/7/2019 (variable)	9/13/2019 (variable)

General SmartHR Processing Deadlines 2019

SmartHR Deadline	Pay Period	Check Date	Pay Confirm
01/11/2019	01/04/2019-01/17/2019	02/01/2019	01/24/2019
01/25/2019	01/18/2019-01/31/2019	02/15/2019	02/07/2019
02/08/2019	02/01/2019-02/14/2019	03/01/2019	02/21/2019
02/22/2019	02/15/2019-02/28/2019	03/15/2019	03/07/2019
03/08/2019	03/01/2019-03/14/2019	03/29/2019	03/21/2019
03/22/2019	03/15/2019-03/28/2019	04/12/2019	04/04/2019
04/05/2019	03/29/2019-04/11/2019	04/26/2019	04/18/2019
04/19/2019	04/12/2019-04/25/2019	05/10/2019	05/02/2019
05/03/2019	04/26/2019-05/09/2019	05/24/2019	05/16/2019
05/17/2019	05/10/2019-05/23/2019	06/07/2019	05/30/2019
05/31/2019	05/24/2019-06/06/2019	06/21/2019	06/13/2019
06/14/2019	06/07/2019-06/20/2019	07/05/2019	06/27/2019
06/28/2019	06/21/2019-07/04/2019	07/19/2019	07/11/2019
07/12/2019	07/05/2019-07/18/2019	08/02/2019	07/25/2019
07/26/2019	07/19/2019-08/01/2019	08/16/2019	08/08/2019
08/09/2019	08/02/2019-08/15/2019	08/30/2019	08/22/2019
08/09/2019**	08/16/2019-08/29/2019	09/13/2019	09/05/2019
09/06/2019	08/30/2019-09/12/2019	09/27/2019	09/19/2019
09/20/2019	09/13/2019-09/26/2019	10/11/2019	10/03/2019
10/04/2019	09/27/2019-10/10/2019	10/25/2019	10/17/2019
10/18/2019	10/11/2019-10/24/2019	11/08/2019	10/31/2019
11/01/2019	10/25/2019-11/07/2019	11/22/2019	11/14/2019
11/15/2019	11/08/2019-11/21/2019	12/06/2019	11/28/2019
11/29/2019	11/22/2019-12/05/2019	12/20/2019	12/12/2019
12/13/2019	12/06/2019-12/19/2019	01/03/2020	12/26/2019
12/27/2019	12/20/2019-01/02/2020	01/17/2020	01/09/2020