

Purdue University  
OnePurdue  
Calendar of Paydates - Off-Cycle Checks  
2008

Deadline PA/ADPAY Form @ 5 pm	Deadline OC Form @ 5 pm	Deadline CATS entry @ 6 pm	Processing Date	Paydate
01/23/08	01/28/08	01/29/08	01/30/08	01/31/08
02/05/08	02/08/08	02/11/08	02/12/08	02/13/08
02/21/08	02/26/08	02/27/08	02/28/08	02/29/08
03/06/08	03/11/08	03/12/08	03/13/08	03/14/08
03/21/08	03/26/08	03/27/08	03/28/08	03/31/08
04/07/08	04/10/08	04/11/08	04/14/08	04/15/08
04/22/08	04/25/08	04/28/08	04/29/08	04/30/08
05/06/08	05/09/08	05/12/08	05/13/08	05/14/08
05/21/08	05/23/08	05/27/08	05/28/08	05/30/08
06/10/08	06/13/08	06/16/08	06/17/08	06/18/08
06/20/08	06/25/08	06/25/08	06/27/08	06/30/08

Allow 5 business days for PA/ADPAY Forms to be processed by the SSC.

CATS entry should be completed the day before an off-cycle is processed. If an PA form is required to add the employee to the system so CATS entry can be processed, allow 5 business days for the PA form to be processed by the SSC.

OC Forms should be submitted 2 days prior to the processing date. OC Forms can only be processed if PA/ADPAY forms and CATS entry are completed PRIOR to the day of

**PA/ADPAY Forms should be sent directly to SSC.**

**OC Forms should be sent directly to Payroll with a copy of the applicable PA/ADPAY Form.**