

**SOEST FISCAL OFFICE  
TAPS DEADLINES 2019**

**CASUAL & OVERLOAD PAYMENTS**

**for F2 (CASUAL HIRE), F4 (GA OVERLOAD), F5 (FACULTY OVERLOAD)**

<b>FROM</b>	<b>TO</b>	<b>OL PAYMENT FORM DUE TO FISCAL BY <u>3:00 PM</u></b>	<b>PAY DATE</b>
12/16/18	12/31/18	Thursday, December 28, 2018	01/18/19
01/01/19	01/15/19	Tuesday, January 15, 2019	02/05/19
01/16/19	01/31/19	Thursday, January 31, 2019	02/20/19
02/01/19	02/13/19	Wednesday, February 13, 2019	03/05/19
02/14/19	02/28/19	Thursday, February 28, 2019	03/20/19
03/01/19	03/15/19	Friday, March 15, 2019	04/05/19
03/16/19	03/31/19	Monday, April 1, 2019	04/18/19
04/01/19	04/15/19	Monday, April 15, 2019	05/03/19
04/16/19	04/30/19	Wednesday, May 1, 2019	05/20/19
05/01/19	05/15/19	Thursday, May 16, 2019	06/05/19
05/16/19	05/31/19	Friday, May 31, 2019	06/20/19
06/01/19	06/15/19	Monday, June 17, 2019	07/05/19
06/16/19	06/30/19	Monday, July 1, 2019	07/19/19
07/01/19	07/15/19	Wednesday, July 17, 2019	08/05/19
07/16/19	07/31/19	Wednesday, July 31, 2019	08/20/19
08/01/19	08/15/19	Thursday, August 15, 2019	09/05/19
08/16/19	08/31/19	Tuesday, September 3, 2019	09/20/19
09/01/19	09/15/19	Tuesday, September 17, 2019	10/04/19
09/16/19	09/30/19	Tuesday, October 1, 2019	10/18/19
10/01/19	10/15/19	Thursday, October 17, 2019	11/05/19
10/16/19	10/31/19	Thursday, October 31, 2019	11/20/19
11/01/19	11/15/19	Friday, November 15, 2019	12/05/19
11/16/19	11/30/19	Tuesday, December 3, 2019	12/20/19
12/01/19	12/15/19	Monday, December 16, 2019	01/03/20
12/16/19	12/31/19	TBD	01/17/20

**\*\*Please double check timesheets for accuracy and completion. For Casual Hire-Hourly Basis Employees, DO NOT PROJECT HOURS on timesheet. Per UH Policy, hours submitted should be for actual hours worked. SCHEDULE: SUBJECT TO CHANGE**