

Schedule for Supplemental Check Runs

**Direct Deposits transmitted to banks,
and checks available in the SVC
Cashier's Office by 4:00 PM on:**

October 1
October 10 (Faculty Only)
October 15
October 29
November 12
January 9 ***
January 21
February 6 (Faculty Only)
February 18
March 4
April 1
April 15
April 29
May 13
May 27
June 10
June 24
July 8
July 10 (Faculty Only)
July 22
August 5
August 19
September 2

**Supplemental Check Request Forms
due in HR Records by 12:00 PM on:**

September 29
September 26 (Faculty Only)
October 13
October 27
November 10
January 7
January 16
January 26 (Faculty Only)
February 16
March 2
March 30
April 13
April 27
May 11
May 25
June 8
June 22
July 6
June 26 (Faculty Only)
July 20
August 3
August 17
August 31

Departments that submit numerous requests for supplemental checks may be required to attend additional training.

***Note: Special date.