

PAYROLL RUN IDS FOR SEMI-MONTHLY AND MONTHLY PAY GROUPS:

The first letter in the Run ID designates the processing group, which includes agencies with similar payroll processing guidelines:

<u>SEMI-MONTHLY</u>		<u>MONTHLY</u>	
A	Agencies: 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 414, 415, 416, 418, 419, 420, 422, 427, 441	M	Monthly Agencies: 418, 436, 444, 480
B	Agencies: 428, 429, 430, 432, 436, 438, 440, 442, 444, 460, 461, 462, 465, 466, 469, 470, 471, 474, 475, 476, 478, 482, 488, 489, 490, 492		
C	Agencies: 467, 900, 921, 922, 927, 976, 977, 980	U	Monthly Early: 817, 818, 820, 821, 822, 824, 826, 827, 828, 829, 830, 831, 832, 834, 835, 836, 837, 841, 843, 844, 846, 848
E	Agency: 484 (Semi-monthly Lag)		
V	Agencies: 823, 828, 838, 842		

The associated number designates the number of the payroll cycle for the current year:

<u>SEMI-MONTHLY</u>				<u>SEMI-MONTHLY WITH LAG (484)</u>				<u>MONTHLY</u>	
1	January 15	13	July 15	1	January 9 (12/16-12/31)	13	June 29* (6/16-6/30)	1	Jan
2	January 31	14	July 31	2	January 24 (1/1-1/15)	14	July 24 (7/1-7/15)	2	Feb
3	February 15	15	August 15	3	February 9 (1/16-1/31)	15	August 9 (7/16-7/31)	3	Mar
4	February 29	16	August 31	4	February 24 (2/1-2/15)	16	August 24 (8/1-8/15)	4	Apr
5	March 15	17	September 15	5	March 9 (2/16-2/29)	17	September 7 (8/16-8/31)	5	May
6	March 30	18	September 30	6	March 23 (3/1-3/15)	18	September 24 (9/1-9/15)	6	June
7	April 15	19	October 15	7	April 9 (3/16-3/31)	19	October 9 (9/16-9/30)	7	July
8	April 30	20	October 31	8	April 24 (4/1-4/15)	20	October 24 (10/1-10/15)	8	Aug
9	May 15	21	November 15	9	May 9 (4/16-4/30)	21	November 9 (10/16-10/31)	9	Sept
10	May 31	22	November 30	10	May 24 (5/1-5/15)	22	November 21 (11/1-11/15)	10	Oct
11	June 15	23	December 15	11	June 8 (5/16-5/31)	23	December 7 (11/16-11/30)	11	Nov
12	June 30	24	December 31	12	June 22 (6/1-6/15)	24	December 21 (12/1-12/15)	12	Dec

Example: **A19** = Semi-monthly Payrolls Agencies 402-427 October 15th pay cycle * changed due to fiscal year close
M10 = Monthly Payroll Agencies 436, 444, 480 for the month of October

PAYROLL RUN IDS FOR WEEKLY PAY GROUPS:

The first letter in the Run ID designates the **processing group**:

J	Agency 411	WH1	Weekly Hourly (513)
H	Agency 444	WH1	Weekly Hourly (513)
K	Agency 474	WH1	Weekly Hourly (513)
N	Agency 922	WH1	Weekly Hourly Full Time
O	Agency 922	WH2	Weekly Hourly Temporary

The second letter in the Run ID designates the **month of the year**:

A	January	G	July
B	February	H	August
C	March	I	September
D	April	J	October
E	May	K	November
F	June	L	December

The number indicates the number of the payroll within the month and is **based on the check date not the period end date**:

1	First	2	Second	3	Third	4	Fourth	5	Fifth
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Example: **JJ1** = Weekly Payroll Agency 411 October, first pay cycle