

## 2018 Payroll Calendar

**Employees:** Time Sheets Submitted to supervisor by 5:00 PM the last day worked in the pay period (15th and Last day of month).

**Supervisors:** Time sheets Approved /submitted to payroll by 5:00 PM the first business day after pay period ends (1st and 16th).

**Pay Dates:** 10th and 25th of each month. Saturdays roll back to Friday, Sundays roll to Monday.

**Late submittals:** Timesheets submitted late are not guaranteed to be paid until the following pay date.



Pay Period		Employee Timesheets		
Start	End	submitted By	Pay Date	
12/16/17	- 12/31/17	12/31/17 5:00 PM	Wednesday, January 10, 2018	*
01/01/18	- 01/15/18	1/15/18 5:00 PM	Thursday, January 25, 2018	
01/16/18	- 01/31/18	1/31/18 5:00 PM	Friday, February 09, 2018	
02/01/18	- 02/15/18	2/15/18 5:00 PM	Monday, February 26, 2018	
02/16/18	- 02/28/18	2/28/18 5:00 PM	Friday, March 09, 2018	
03/01/18	- 03/15/18	3/15/18 5:00 PM	Monday, March 26, 2018	
03/16/18	- 03/31/18	3/31/18 5:00 PM	Tuesday, April 10, 2018	
04/01/18	- 04/15/18	4/15/18 5:00 PM	Wednesday, April 25, 2018	
04/16/18	- 04/30/18	4/30/18 5:00 PM	Thursday, May 10, 2018	
05/01/18	- 05/15/18	5/15/18 5:00 PM	Friday, May 25, 2018	
05/16/18	- 05/31/18	5/31/18 5:00 PM	Monday, June 11, 2018	
06/01/18	- 06/15/18	6/15/18 5:00 PM	Monday, June 25, 2018	
06/16/18	- 06/30/18	6/30/18 5:00 PM	Tuesday, July 10, 2018	
07/01/18	- 07/15/18	7/15/18 5:00 PM	Wednesday, July 25, 2018	
07/16/18	- 07/31/18	7/31/18 5:00 PM	Friday, August 10, 2018	
08/01/18	- 08/15/18	8/15/18 5:00 PM	Friday, August 24, 2018	
08/16/18	- 08/31/18	8/31/18 5:00 PM	Monday, September 10, 2018	*
09/01/18	- 09/15/18	9/15/18 5:00 PM	Tuesday, September 25, 2018	*
09/16/18	- 09/30/18	9/30/18 5:00 PM	Wednesday, October 10, 2018	
10/01/18	- 10/15/18	10/15/18 5:00 PM	Thursday, October 25, 2018	
10/16/18	- 10/31/18	10/31/18 5:00 PM	Friday, November 09, 2018	
11/01/18	- 11/15/18	11/15/18 5:00 PM	Monday, November 26, 2018	
11/16/18	- 11/30/18	11/30/18 5:00 PM	Monday, December 10, 2018	
12/01/18	- 12/15/18	12/15/18 5:00 PM	Friday, December 21, 2018	
12/16/18	- 12/31/18	12/31/18 5:00 PM	Thursday, January 10, 2019	*

\* Quarter Breaks, no Adjunct Faculty pay

# 2018 Payroll Contract Submittal Calendar

**New Hire PAR/PAF's:** Due to payroll before Employment Start date .  
**Change PAR/PAF's:** Due before effective date.  
**Quarter Strt PAF's:** 10 Days before end of pay period (15th and End of Month)  
**Mid-Qtr PAF's:** 05 Days before end of pay period (15th and End of Month)  
**Stipends:** 05 Days before end of pay period (15th and End of Month)  
**Paper Timesheets** 05 Days before end of pay period (15th and End of Month)

**Late submittals:** Not guaranteed and may be deferred to the following pay date.



Pay Period		Quarter Start PAF's	Mid Quarter PAF's and Stipends	Pay Date
Start	End	Submit by end of Day	Submit by end of day	
12/16/17	- 12/31/17		Tuesday, December 26, 2017	Wednesday, January 10, 2018
01/01/18	- 01/15/18	Friday, January 05, 2018	Wednesday, January 10, 2018	Thursday, January 25, 2018
01/16/18	- 01/31/18		Friday, January 26, 2018	Friday, February 09, 2018
02/01/18	- 02/15/18		Friday, February 09, 2018	Monday, February 26, 2018
02/16/18	- 02/28/18		Friday, February 23, 2018	Friday, March 09, 2018
03/01/18	- 03/15/18		Friday, March 09, 2018	Monday, March 26, 2018
03/16/18	- 03/31/18		Monday, March 26, 2018	Tuesday, April 10, 2018
04/01/18	- 04/15/18	Thursday, April 05, 2018	Tuesday, April 10, 2018	Wednesday, April 25, 2018
04/16/18	- 04/30/18		Wednesday, April 25, 2018	Thursday, May 10, 2018
05/01/18	- 05/15/18		Thursday, May 10, 2018	Friday, May 25, 2018
05/16/18	- 05/31/18		Friday, May 25, 2018	Monday, June 11, 2018
06/01/18	- 06/15/18		Friday, June 08, 2018	Monday, June 25, 2018
06/16/18	- 06/30/18		Monday, June 25, 2018	Tuesday, July 10, 2018
07/01/18	- 07/15/18	Thursday, July 05, 2018	Tuesday, July 10, 2018	Wednesday, July 25, 2018
07/16/18	- 07/31/18		Thursday, July 26, 2018	Friday, August 10, 2018
08/01/18	- 08/15/18		Friday, August 10, 2018	Friday, August 24, 2018
08/16/18	- 08/31/18		Friday, August 24, 2018	Monday, September 10, 2018
09/01/18	- 09/15/18		Monday, September 10, 2018	Tuesday, September 25, 2018
09/16/18	- 09/30/18	Thursday, September 20, 2018	Tuesday, September 25, 2018	Wednesday, October 10, 2018
10/01/18	- 10/15/18		Wednesday, October 10, 2018	Thursday, October 25, 2018
10/16/18	- 10/31/18		Friday, October 26, 2018	Friday, November 09, 2018
11/01/18	- 11/15/18		Friday, November 09, 2018	Monday, November 26, 2018
11/16/18	- 11/30/18		Friday, November 23, 2018	Monday, December 10, 2018
12/01/18	- 12/15/18		Monday, December 10, 2018	Friday, December 21, 2018
12/16/18	- 12/31/18		Wednesday, December 26, 2018	Thursday, January 10, 2019

\* Quarter Breaks, no Adjunct Faculty pay