

**Payroll Calendar
2017/2018**

Biweekly Pay Period	Pay Period Start Date	Pay Period End Date	Pay Date	Manager Approve Time Dates	*No Deductions
(1) 14	6/24/2017	7/7/2017	7/14/2017	7/10/2017	
(2) 15	7/7/2017	7/21/2017	7/28/2017	7/24/2017	
(3) 16	7/22/2017	8/4/2017	8/11/2017	8/7/2017	
(4) 17	8/5/2017	8/18/2017	8/25/2017	8/21/2017	
(5) 18	8/19/2017	9/1/2017	9/8/2017	9/4/2017	
(6) 19	9/2/2017	9/15/2017	9/22/2017	9/18/2017	
(7) 20	9/16/2017	9/29/2017	10/6/2017	10/2/2017	
(8) 21	9/30/2017	10/13/2017	10/20/2017	10/16/2017	
(9) 22	10/14/2017	10/27/2017	11/3/2017	10/30/2017	
(10) 23	10/28/2017	11/10/2017	11/17/2017	11/13/2017	
(11) 24	11/11/2017	11/24/2017	12/1/2017	11/27/2017	
(12) 25	11/25/2017	12/8/2017	12/15/2017	12/11/2017	
(13) 26	12/9/2017	12/22/2017	12/29/2017	12/22/2017	*
(14) 1	12/23/2017	1/5/2018	1/12/2018	1/8/2018	
(15) 2	1/6/2018	1/19/2018	1/26/2018	1/22/2018	
(16) 3	1/20/2018	2/2/2018	2/9/2018	2/5/2018	
(17) 4	2/3/2018	2/16/2018	2/23/2018	2/19/2018	
(18) 5	2/17/2018	3/2/2018	3/9/2018	3/5/2018	
(19) 6	3/3/2018	3/16/2018	3/23/2018	3/19/2018	
(20) 7	3/17/2018	3/30/2018	4/6/2018	4/2/2018	
(21) 8	3/31/2018	4/13/2018	4/20/2018	4/16/2018	
(22) 9	4/14/2018	4/27/2018	5/4/2018	4/30/2018	
(23) 10	4/28/2018	5/11/2018	5/18/2018	5/7/2018	
(24) 11	5/12/2018	5/25/2018	6/1/2018	6/28/2018	
(25) 12	5/26/2018	6/8/2018	6/15/2018	6/11/2018	
(26) 13	6/9/2018	6/22/2018	6/29/2018	6/25/2018	*

Biweekly Notes

Time cards must be submitted by end of day on the last day of the pay period
Managers must approve time cards the following Monday by 3 p.m.~Exception for PP 13
All Biweekly EAF changes & Special Pays must be submitted by last day of the pay period

Monthly Pay Period	Monthly Pay Date
1/31/2018	1/31/2018
2/28/2018	2/28/2018
3/31/2018	3/30/2018
4/30/2018	4/30/2018
5/31/2018	5/31/2018
6/30/2018	6/29/2018
7/31/2018	7/31/2018
8/31/2018	8/31/2018
9/30/2018	9/28/2018
10/31/2018	10/31/2018
11/30/2018	11/30/2018
12/31/2018	12/31/2018

Monthly Notes

Checks are distributed on last working day of the month
Absences must be approved at least 5 business days before pay date
All EAF changes & Special Pays need to be submitted by the 20th of the Month