

# STAFF PAYROLL SCHEDULE (2017-2018)

PAY PERIOD DATES	SUBMISSION DATE HR DOCUMENTS DUE TO HR BY 3:00pm	SUBMISSION DATE TIME CARDS DUE TO MANAGER BY 1:00pm	SUBMISSION DATE TIME CARDS/PBL's DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
<b>*DOCUMENTS/TIME CARDS DUE EARLY*</b>					
05/20/17 - 06/02/17			06/02/17	06/09/17	MANUAL TIME CARD SUBMISSION
06/03/17 - 06/16/17	06/05/17		06/16/17	06/23/17	MANUAL TIME CARD SUBMISSION
06/17/17 - 06/30/17	06/21/17	06/28/17	06/28/17	07/07/17	MANUAL TIME CARD SUBMISSION
07/01/17 - 07/14/17	07/05/17	07/13/17	07/14/17	07/21/17	*Independence Day (7/4) - University Closed
07/15/17 - 07/28/17	07/19/17	07/28/17	07/31/17	08/04/17	*Last Pay AY17 - FAC 26 Pay Opt
07/29/17 - 08/11/17	08/02/17	08/11/17	08/14/17	08/18/17	*First Pay AY18 - FAC 20/26 Pay Opt (Current FAC)
08/12/17 - 08/25/17	08/16/17	08/25/17	08/28/17	09/01/17	*First Pay AY18 - FAC 20/26 Pay Opt (NEW FAC)
08/26/17 - 09/08/17	08/30/17	09/08/17	09/11/17	09/15/17	*Labor Day (9/4) - University Closed
09/09/17 - 09/22/17	09/13/17	09/22/17	09/25/17	09/29/17	
09/23/17 - 10/06/17	09/27/17	10/06/17	10/09/17	10/13/17	
10/07/17 - 10/20/17	10/11/17	10/20/17	10/23/17	10/27/17	
10/21/17 - 11/03/17	10/25/17	11/02/17	11/03/17	11/10/17	
11/04/17 - 11/17/17	11/08/17	11/17/17	11/20/17	11/24/17	*Veterans Day (11/10) - University Closed
11/18/17 - 12/01/17	11/22/17	12/01/17	12/04/17	12/08/17	*Thanksgiving Break (11/23-11/24) - University Closed
12/02/17 - 12/15/17	12/06/17	12/15/17	12/18/17	12/22/17	
12/16/17 - 12/29/17	12/20/17	12/21/17	12/22/17	01/05/18	*Christmas Holiday (12/25-12/26) - University Closed *Winter Break (12/27-12/29) - University Closed
12/30/17 - 01/12/18	01/03/18	01/11/18	01/12/18	01/19/18	*New Years Day (1/1) - University Closed
01/13/18 - 01/26/18	01/17/18	01/26/18	01/29/18	02/02/18	*Martin Luther King Jr Day (1/15) - University Closed
01/27/18 - 02/09/18	01/31/18	02/09/18	02/12/18	02/16/18	
02/10/18 - 02/23/18	02/14/18	02/23/18	02/26/18	03/02/18	
02/24/18 - 03/09/18	02/28/18	03/09/18	03/12/18	03/16/18	
03/10/18 - 03/23/18	03/14/18	03/23/18	03/26/18	03/30/18	
03/24/18 - 04/06/18	03/28/18	04/06/18	04/09/18	04/13/18	
04/07/18 - 04/20/18	04/11/18	04/20/18	04/23/18	04/27/18	
04/21/18 - 05/04/18	04/25/18	05/04/18	05/07/18	05/11/18	
05/05/18 - 05/18/18	05/09/18	05/18/18	05/21/18	05/25/18	*Last Pay AY18 - FAC 20 Pay Opt
05/19/18 - 06/01/18	05/23/18	06/01/18	06/04/18	06/08/18	*Memorial Day (5/28) - University Closed
06/02/18 - 06/15/18	06/06/18	06/15/18	06/18/18	06/22/18	
06/16/18 - 06/29/18	06/20/18	06/28/18	06/29/18	07/06/18	
06/30/18 - 07/13/18	07/03/18	07/13/18	07/16/18	07/20/18	*Independence Day (7/4) - University Closed
07/14/18 - 07/27/18	07/18/18	07/27/18	07/30/18	08/03/18	
07/28/18 - 08/10/18	08/01/18	08/10/18	08/13/18	08/17/18	*Last Pay AY18 - FAC 26 Pay Opt
08/11/18 - 08/24/18	08/15/18	08/24/18	08/27/18	08/31/18	*First Pay AY19 - FAC 20/26 Pay Opt

## OBSERVED HOLIDAYS/BREAKS

Independence Day - July 4, 2017

Labor Day - September 4, 2017

Veterans Day - November 10, 2017

Thanksgiving - November 23-24, 2017

Christmas - December 25-26, 2017

Winter Break - December 27-29, 2017

New Year - January 1, 2018

Martin Luther King Day - January 15, 2018

Memorial Day - May 28, 2018

Independence Day - July 4, 2018