

STUDENT 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 DUE TO PAYROLL BY 9:00am	PAY DATE	HELPFUL INFO
DOCUMENTS/TIME CARDS DUE EARLY					
05/13/17 - 05/26/17			05/26/17	06/09/17	MANUAL TIME CARD SUBMISSION
05/27/17 - 06/09/17			06/09/17	06/23/17	MANUAL TIME CARD SUBMISSION
06/10/17 - 06/23/17	06/14/17	06/23/17	06/23/17	07/07/17	MANUAL TIME CARD SUBMISSION
06/24/17 - 07/07/17	06/28/17	07/13/17	07/14/17	07/21/17	*Independence Day (7/4) - University Closed
07/08/17 - 07/21/17	07/12/17	07/21/17	07/24/17	08/04/17	
07/22/17 - 08/04/17	07/26/17	08/04/17	08/07/17	08/18/17	
08/05/17 - 08/18/17	08/09/17	08/18/17	08/21/17	09/01/17	
08/19/17 - 09/01/17	08/23/17	09/01/17	09/05/17	09/15/17	
09/02/17 - 09/15/17	09/06/17	09/15/17	09/18/17	09/29/17	*Labor Day (9/4) - University Closed
09/16/17 - 09/29/17	09/20/17	09/29/17	10/02/17	10/13/17	
09/30/17 - 10/13/17	10/04/17	10/13/17	10/16/17	10/27/17	
10/14/17 - 10/27/17	10/18/17	10/27/17	10/30/17	11/10/17	
10/28/17 - 11/10/17	11/01/17	11/09/17	11/13/17	11/24/17	*Veterans Day (11/10) - University Closed
11/11/17 - 11/24/17	11/15/17	11/22/17	11/27/17	12/08/17	*Thanksgiving Break (11/23-11/24) - University Closed
11/25/17 - 12/08/17	11/29/17	12/08/17	12/11/17	12/22/17	
12/09/17 - 12/22/17	12/08/17	12/20/17	12/20/17	01/05/18	*Christmas Holiday (12/22-12/25) - University Closed
12/23/17 - 01/05/18	12/21/17	01/05/18	01/08/18	01/19/18	*Christmas Holiday (12/22 & 12/25) - University Closed *Winter Break (12/26-12/31) - University Closed *New Year (1/1/18) - University Closed
01/06/18 - 01/19/18	01/05/18	01/19/18	01/22/18	02/02/18	*Martin Luther King Jr Day (1/15) - University Closed
01/20/18 - 02/02/18	01/19/18	02/02/18	02/05/18	02/16/18	
02/03/18 - 02/16/18	02/02/18	02/16/18	02/19/18	03/02/18	
02/17/18 - 03/02/18	02/16/18	03/02/18	03/05/18	03/16/18	
03/03/18 - 03/16/18	03/02/18	03/16/18	03/19/18	03/30/18	
03/17/18 - 03/30/18	03/16/18	03/30/18	04/02/18	04/13/18	
03/31/18 - 04/13/18	03/30/18	04/13/18	04/16/18	04/27/18	
04/14/18 - 04/27/18	04/13/18	04/27/18	04/30/18	05/11/18	
04/28/18 - 05/11/18	04/27/18	05/11/18	05/14/18	05/25/18	
05/12/18 - 05/25/18	05/11/18	05/25/18	05/29/18	06/08/18	
05/26/18 - 06/08/18	05/25/18	06/08/18	06/11/18	06/22/18	*Memorial Day (5/28) - University Closed
06/09/18 - 06/22/18	06/08/18	06/22/18	06/25/18	07/06/18	
06/23/18 - 07/06/18	06/22/18	07/06/18	07/09/18	07/20/18	*Independence Day (7/4) - University Closed
07/07/18 - 07/20/18	07/06/18	07/20/18	07/23/18	08/03/18	
07/21/18 - 08/03/18	07/20/18	08/03/18	08/06/18	08/17/18	
08/04/18 - 08/17/18	08/03/18	08/17/18	08/20/18	08/31/18	
OBSERVED HOLIDAYS/BREAKS					
Independence Day - July 4, 2017			Winter Break - December 26-31, 2017		
Labor Day - September 4, 2017			New Year - January 1, 2018		
Veterans Day - November 10, 2017			Martin Luther King Day - January 15, 2018		
Thanksgiving - November 23-24, 2017			Memorial Day - May 28, 2018		
Christmas - December 22 & 25, 2017			Independence Day - July 4, 2018		