

## Bi-Weekly Payroll Schedule

The following is the list of due dates for bi-weekly departmental Payroll Time Sheets, Employee Personal Record Sheets and Web Time Entry for the calendar year 2018.

All Time Sheets and Personal Record Sheets are due in Human Resources no later than **10:00 AM** on Friday, one week before pay day. The deadline for signing and submitting your Web Time Entry is also 10:00 AM on Friday, one week before pay day.

Please note the exceptions to these due dates/deadlines (indicated in **bold** type and an “\*” next to the due date) that are necessary due to the following holidays: Good Friday, Easter Monday, Memorial Day, Labor Day, Thanksgiving and Christmas/Year End.

Thank you in advance for your cooperation, and, if you have any questions, please call the Payroll Office at extension 6244.

<b>Bi-Weekly Pay Period Start</b>	<b>Bi-Weekly Pay Period End</b>	<b>Due Date</b>	<b>Pay Date</b>
12/24/2017	01/06/2018	01/05/2018	01/12/2018
01/07/2018	01/20/2018	01/19/2018	01/26/2018
01/21/2018	02/03/2018	02/02/2018	02/09/2018
02/04/2018	02/17/2018	02/16/2018	02/23/2018
02/18/2018	03/03/2018	03/02/2018	03/09/2018
03/04/2018	03/17/2018	03/16/2018	03/23/2018
<b>03/18/2018</b>	<b>03/31/2018</b>	<b>03/28/2018*</b>	<b>04/06/2018</b>
04/01/2018	04/14/2018	04/13/2018	04/20/2018
04/15/2018	04/28/2018	04/27/2018	05/04/2018
04/29/2018	05/12/2018	05/11/2018	05/18/2018
<b>05/13/2018</b>	<b>05/26/2018</b>	<b>05/24/2018*</b>	<b>06/01/2018</b>
05/27/2018	06/09/2018	06/08/2018	06/15/2018
06/10/2018	06/23/2018	06/22/2018	06/29/2018
06/24/2018	07/07/2018	07/06/2018**	07/13/2018
07/08/2018	07/21/2018	07/20/2018	07/27/2018
07/22/2018	08/04/2018	08/03/2018	08/10/2018
08/05/2018	08/18/2018	08/17/2018	08/24/2018
<b>08/19/2018</b>	<b>09/01/2018</b>	<b>08/30/2018*</b>	<b>09/07/2018</b>
09/02/2018	09/15/2018	09/14/2018	09/21/2018
09/16/2018	09/29/2018	09/28/2018	10/05/2018
09/30/2018	10/13/2018	10/12/2018	10/19/2018
10/14/2018	10/27/2018	10/26/2018	11/02/2018
10/28/2018	11/10/2018	11/09/2018	11/16/2018
<b>11/11/2018</b>	<b>11/24/2018</b>	<b>11/21/2018*</b>	<b>11/30/2018</b>
<b>11/25/2018</b>	<b>12/08/2018</b>	<b>12/06/2018*</b>	<b>12/14/2018</b>
<b>12/09/2018</b>	<b>12/22/2018</b>	<b>12/12/2018*</b>	<b>12/28/2018</b>

\*\*EPRS may be requested earlier than the time sheet due date for Fiscal Year End purposes