



2017 Payroll Processing Schedule Monthly Payroll - Administrative

PAY PERIOD BEGINNING DATE	PAY PERIOD ENDING DATE	CHECK DATE	E-TIMECARD APPROVAL DUE	Payroll Week #
01/01/17	01/31/17	01/25/17	02/6/17	4
02/01/17	02/28/17	02/24/17	03/6/17	8
03/01/17	03/31/17	03/24/17	04/3/17	12
04/01/17	04/30/17	04/25/17	05/5/17	16
05/01/17	05/31/17	05/25/17	06/5/17	21
06/01/17	06/30/17	06/23/17	07/3/17	25
07/01/17	07/31/17	07/25/17	08/4/17	29
08/01/17	08/31/17	08/25/17	09/4/17	34
09/01/17	09/30/17	09/25/17	10/5/17	38
10/01/17	10/31/17	10/25/17	11/6/17	43
11/01/17	11/30/17	11/22/17	12/4/17	47
12/01/17	12/31/17	12/22/17	01/2/18	51

All timecard records must be submitted to the Human Resources Department no later than the deadline indicated. Timecard records received after that date may be processed in the following pay period. If you have any questions, please contact payroll at extension 8275. The above schedule is subject to change.



**2017 Payroll Processing Schedule
Bi-Weekly Payroll – Staff and Administrative Non-Exempt**

PAY PERIOD BEGINNING DATE	PAY PERIOD ENDING DATE	CHECK DATE	E-TIMECARD APPROVAL DUE	Payroll Week #
12/26/16	01/08/17	01/06/17	01/09/17	1
01/09/17	01/22/17	01/20/17	01/23/17	3
01/23/17	02/05/17	02/03/17	02/06/17	5
02/06/17	02/19/17	02/17/17	02/20/17	7
02/20/17	03/05/17	03/03/17	03/06/17	9
03/06/17	03/19/17	03/17/17	03/20/17	11
03/20/17	04/02/17	03/31/17	04/03/17	13
04/03/17	04/16/17	04/14/17	04/17/17	15
04/17/17	04/30/17	04/28/17	05/01/17	17
05/01/17	05/14/17	05/12/17	05/15/17	19
05/15/17	05/28/17	05/26/17	05/29/17	21
05/29/17	06/11/17	06/09/17	06/12/17	23
06/12/17	06/25/17	06/23/17	06/26/17	25
06/26/17	07/09/17	07/07/17	07/10/17	27
07/10/17	07/23/17	07/21/17	07/24/17	29
07/25/17	08/06/17	08/04/17	08/07/17	31
08/07/17	08/20/17	08/18/17	08/21/17	33
08/21/17	09/03/17	09/01/17	09/04/17	35
09/04/17	09/17/17	09/15/17	09/18/17	37
09/18/17	10/01/17	09/29/17	10/02/17	39
10/02/17	10/15/17	10/13/17	10/16/17	41
10/16/17	10/29/17	10/27/17	10/30/17	43
10/30/17	11/12/17	11/09/17	11/13/17	45
11/13/17	11/26/17	11/22/17	11/27/17	47
11/27/17	12/10/17	12/08/17	12/11/17	49
12/11/17	12/24/17	12/22/17	12/22/17	51
12/25/17	01/07/18	01/05/18	01/08/18	53

All timecard records must be submitted to the Human Resources Department no later than the deadline indicated. Timecard records received after that date may be processed in the following pay period. If you have any questions, please contact payroll at extension 8275. The above schedule is subject to change.



2017 Payroll Processing Schedule
Bi-Weekly Payroll – (Paid in Arrears) Part Time/Temp Staff and Student

PAY PERIOD BEGINNING DATE	PAY PERIOD ENDING DATE	CHECK DATE	E-TIMECARD APPROVAL DUE	Payroll Week #
12/12/16	12/25/16	01/06/17	12/26/16	1
12/26/16	01/08/17	01/20/17	01/09/17	3
01/09/17	01/22/17	02/03/17	01/25/17	5
01/23/17	02/05/17	02/17/17	02/06/17	7
02/06/17	02/19/17	03/03/17	02/22/17	9
02/20/17	03/05/17	03/17/17	03/06/17	11
03/06/17	03/19/17	03/31/17	03/20/17	13
03/20/17	04/02/17	04/14/17	04/03/17	15
04/03/17	04/16/17	04/28/17	04/17/17	17
04/17/17	04/30/17	05/12/17	05/01/17	19
05/01/17	05/14/17	05/26/17	05/15/17	21
05/15/17	05/28/17	06/09/17	05/29/17	23
05/29/17	06/11/17	06/23/17	06/12/17	25
06/12/17	06/25/17	07/07/17	06/26/17	27
06/26/17	07/09/17	07/21/17	07/10/17	29
07/10/17	07/23/17	08/04/17	07/24/17	31
07/24/17	08/06/17	08/18/17	08/07/17	33
08/07/17	08/20/17	09/01/17	08/21/17	35
08/21/17	09/03/17	09/15/17	09/04/17	37
09/05/17	09/17/17	09/29/17	09/18/17	39
09/18/17	10/01/17	10/13/17	10/02/17	41
10/02/17	10/15/17	10/27/17	10/16/17	43
10/16/17	10/29/17	11/09/17	10/30/17	45
10/30/17	11/12/17	11/22/17	11/13/17	47
11/13/17	11/26/17	12/08/17	11/27/17	49
11/27/17	12/10/17	12/22/17	12/11/17	51
12/11/17	12/24/17	01/05/18	12/22/17	53

All paperwork must be submitted to the Human Resources Department no later than the deadline indicated. Paperwork received after that date may be processed in the following pay period. If you have any questions, please contact payroll at extension 8275. The above schedule is subject to change.