

# Biweekly Payroll Schedule for FY 2017-2018

(April 2017 through May 2018)

| Pay Period      | Hiring Paperwork<br>Due to HR by: | Employee Information<br>Changes Due to HR<br>by: | All Timesheet<br>Approvals Due to<br>HR/Payroll by: | Pay Day |
|-----------------|-----------------------------------|--------------------------------------------------|-----------------------------------------------------|---------|
| Mar 25 - Apr 07 | Apr 03                            | Apr 05                                           | Apr 10                                              | Apr 21  |
| Apr 08 - Apr 21 | Apr 17                            | Apr 19                                           | Apr 24                                              | May 05  |
| Apr 22 - May 05 | May 01                            | May 03                                           | May 08                                              | May 19  |
| May 06 - May 19 | May 15                            | May 17                                           | May 22                                              | Jun 02  |
| May 20 - Jun 02 | *May 26                           | May 31                                           | Jun 05                                              | Jun 16  |
| Jun 03 - Jun 16 | Jun 12                            | Jun 14                                           | Jun 19                                              | Jun 30  |
| Jun 17 - Jun 30 | Jun 26                            | Jun 28                                           | Jul 03                                              | Jul 14  |
| Jul 01 - Jul 14 | Jul 10                            | Jul 12                                           | Jul 17                                              | Jul 28  |
| Jul 15 - Jul 28 | Jul 24                            | Jul 26                                           | Jul 31                                              | Aug 11  |
| Jul 29 - Aug 11 | Aug 07                            | Aug 09                                           | Aug 14                                              | Aug 25  |
| Aug 12 - Aug 25 | Aug 21                            | Aug 23                                           | Aug 28                                              | Sep 08  |
| Aug 26 - Sep 08 | *Sep 01                           | Sep 06                                           | Sep 11                                              | Sep 22  |
| Sep 9 - Sep 22  | Sep 18                            | Sep 20                                           | Sep 25                                              | Oct 06  |
| Sep 23 - Oct 06 | Oct 02                            | Oct 04                                           | Oct 09                                              | Oct 20  |
| Oct 07 - Oct 20 | Oct 16                            | Oct 18                                           | Oct 23                                              | Nov 03  |
| Oct 21 - Nov 03 | Oct 30                            | Nov 01                                           | Nov 06                                              | Nov 17  |
| Nov 04 - Nov 17 | Nov 13                            | Nov 15                                           | Nov 20                                              | Dec 01  |
| Nov 18 - Dec 01 | Nov 27                            | Nov 29                                           | Dec 04                                              | Dec 15  |
| Dec 02 - Dec 15 | Dec 11                            | Dec 13                                           | *Dec14                                              | Dec 29  |
| Dec 16 - Dec 29 | *Dec 21                           | *Dec 21                                          | Jan 02                                              | Jan 12  |
| Dec 30 - Jan 12 | Jan 08                            | Jan 10                                           | *Jan 12                                             | Jan 26  |
| Jan 13 - Jan 26 | Jan 22                            | Jan 24                                           | Jan 29                                              | Feb 09  |
| Jan 27 - Feb 09 | Feb 05                            | Feb 07                                           | Feb 12                                              | Feb 23  |
| Feb 10 - Feb 23 | Feb 19                            | Feb 21                                           | Feb 26                                              | Mar 09  |
| Feb 24 - Mar 09 | Mar 05                            | Mar 07                                           | Mar 12                                              | Mar 23  |
| Mar 10 - Mar 23 | Mar 19                            | Mar 21                                           | Mar 26                                              | Apr 06  |
| Mar 24 - Apr 06 | Apr 02                            | Apr 04                                           | Apr 09                                              | Apr 20  |
| Apr 07 - Apr 20 | Apr 16                            | Apr 18                                           | Apr 23                                              | May 04  |
| Apr 21 - May 04 | Apr 30                            | May 02                                           | May 07                                              | May 18  |
| May 05 - May 18 | May 14                            | May 16                                           | * May 18                                            | Jun 01  |
| May 19 - Jun 01 | *May 25                           | May 30                                           | Jun 04                                              | Jun 15  |

(Subject to Change)

\*Due earlier than normal