

- **You MUST follow the due dates so that Payroll Services can enter and process information into the system most efficiently.**
- **Payroll Services does not process information received AFTER the due date until your NEXT payroll.**
- **Keep this calendar for daily reference.**

Employees: Submit Time and Leave Reports to supervisor by 4:30 PM the last day worked in the pay period (15th and last day of the month).

Supervisors: Submit approved Time and Leave Reports to payroll by 4:30 PM the first business day after pay period ends (1st and 16th).

<u>Pay Period</u>	<u>Due Date</u>	<u>Pay Date</u>
01/01/17 THRU 01/15/17	01/15/17	01/25/17
01/16/17 THRU 01/31/17	01/31/17	02/10/17
02/01/17 THRU 02/15/17	02/15/17	02/24/17
02/16/17 THRU 02/28/17	02/29/17	03/10/17
03/01/17 THRU 03/15/17	03/15/17	03/24/17
03/16/17 THRU 03/31/17	03/31/17	04/10/17
04/01/17 THRU 04/15/17	04/15/17	04/25/17
04/16/17 THRU 04/30/17	04/30/17	05/10/17
05/01/17 THRU 05/15/17	05/15/17	05/25/17
05/16/17 THRU 05/31/17	05/31/17	06/09/17
06/01/17 THRU 06/15/17	06/15/17	06/26/17
06/16/17 THRU 06/30/17	06/30/17	07/10/17
07/01/17 THRU 07/15/17	07/15/17	07/25/17
07/16/17 THRU 07/31/17	07/31/17	08/10/17
08/01/17 THRU 08/15/17	08/15/17	08/25/17
08/16/17 THRU 08/31/17	08/31/17	09/11/17
09/01/17 THRU 09/15/17	09/15/17	09/25/17
09/16/17 THRU 09/30/17	09/30/17	10/10/17
10/01/17 THRU 10/15/17	10/15/17	10/25/17
10/16/17 THRU 10/31/17	10/31/17	11/09/17
11/01/17 THRU 11/15/17	11/15/17	11/22/17
11/16/17 THRU 11/30/17	11/30/17	12/11/17
12/01/17 THRU 12/15/17	12/15/17	12/21/17
12/16/17 THRU 12/31/17	12/31/17	01/10/18