



## TOURO COLLEGE AND UNIVERSITY SYSTEM

### Payroll Deadlines

Listed below are the deadlines for the time sheet submission for each pay period. Please adhere to these deadlines so that Payroll may be processed in a timely manner.

**Reminder: Paper time sheets are no longer accepted, all hours must be logged in the Web Time Entry System.**

Employees must submit their completed two week Web time sheets at the end of the day of the last Friday of the pay period. If time sheets cannot be submitted on that Friday, then employees must submit their timesheets by 12 pm (Eastern Time) on the following Monday. Each supervisor must approve submitted timesheets as soon as they are received, but no later than 12 pm (Eastern Time) on the second Tuesday of each pay period.

#	Payroll Period		Web Time Sheets Due date	Payroll Check Date
1	12/19/16	01/01/17	01/01/17	01/06/17
2	01/02/17	01/15/17	01/15/17	01/20/17
3	01/16/17	01/29/17	01/29/17	02/03/17
4	01/30/17	02/12/17	02/12/17	02/17/17
5	02/13/17	02/26/17	02/26/17	03/03/17
6	02/27/17	03/12/17	03/12/17	03/17/17
7	03/13/17	03/26/17	03/26/17	03/31/17
8	03/27/17	04/09/17	04/09/17	04/14/17
9	04/10/17	04/23/17	04/23/17	04/28/17
10	04/24/17	05/07/17	05/07/17	05/12/17
11	05/08/17	05/21/17	05/21/17	05/26/17
12	05/22/17	06/04/17	06/04/17	06/09/17
13	06/05/17	06/18/17	06/18/17	06/23/17
14	06/19/17	07/02/17	07/02/17	07/07/17
15	07/03/17	07/16/17	07/16/17	07/21/17
16	07/17/17	07/30/17	07/30/17	08/04/17
17	07/31/17	08/13/17	08/13/17	08/18/17
18	08/14/17	08/27/17	08/27/17	09/01/17
19	08/28/17	09/10/17	09/10/17	09/15/17
20	09/11/17	09/24/17	09/24/17	09/29/17
21	09/25/17	10/08/17	10/08/17	10/13/17
22	10/09/17	10/22/17	10/22/17	10/27/17
23	10/23/17	11/05/17	11/05/17	11/10/17
24	11/06/17	11/19/17	11/19/17	11/24/17
25	11/20/17	12/03/17	12/03/17	12/08/17
26	12/04/17	12/17/17	12/17/17	12/22/17