



## Payroll Deadlines

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Listed below are the deadlines for submission of electronic time sheets. 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. (unless working on Sundays then by end of day on Sunday).

Each Approver/Supervisor must approve submitted time sheets no later than 3:00pm on the Monday prior to the Pay Date.

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

