

2017/2018 Payroll Processing Calendar

<u>For Payment on this Date</u>	<u>Paperwork to Human Resources or Office of Student Employment</u>	<u>Automated Payment System</u> Payment requests must be submitted by this date		<u>PeopleSoft Time Approval Deadline</u>
<u>2017</u>				
		<u>Salaried Employee</u>	<u>Hourly Employee</u>	
1 July 7, 2017	June 14, 2017	June 28, 2017	June 21, 2017	July 2, 2017
2 July 21, 2017	June 28, 2017	July 12, 2017	July 5, 2017	July 16, 2017
3 August 4, 2017	July 12, 2017	July 26, 2017	July 19, 2017	July 30, 2017
4 August 18, 2017	July 26, 2017	August 9, 2017	August 2, 2017	August 13, 2017
5 September 1, 2017	August 9, 2017	August 23, 2017	August 16, 2017	August 27, 2017
6 September 15, 2017	August 23, 2017	September 6, 2017	August 30, 2017	September 10, 2017
7 September 29, 2017	September 6, 2017	September 20, 2017	September 13, 2017	September 24, 2017
8 October 13, 2017	September 20, 2017	October 4, 2017	September 27, 2017	October 8, 2017
9 October 27, 2017	October 4, 2017	October 18, 2017	October 11, 2017	October 22, 2017
10 November 10, 2017	October 18, 2017	November 1, 2017	October 25, 2017	November 5, 2017
11 November 24, 2017	November 1, 2017	November 15, 2017	November 8, 2017	November 19, 2017
12 December 8, 2017	November 15, 2017	November 29, 2017	November 22, 2017	December 3, 2017
13 December 22, 2017	November 29, 2017	December 13, 2017	December 6, 2017	December 17, 2017
<u>2018</u>				
14 January 5, 2018	December 13, 2017	December 27, 2017	December 20, 2017	December 31, 2017
15 January 19, 2018	December 27, 2017	January 10, 2018	January 3, 2018	January 14, 2018
16 February 2, 2018	January 10, 2018	January 24, 2018	January 17, 2018	January 28, 2018
17 February 16, 2018	January 24, 2018	February 7, 2018	January 31, 2018	February 11, 2018
18 March 2, 2018	February 7, 2018	February 21, 2018	February 14, 2018	February 25, 2018
19 March 16, 2018	February 21, 2018	March 7, 2018	February 28, 2018	March 11, 2018
20 March 30, 2018	March 7, 2018	March 21, 2018	March 14, 2018	March 25, 2018
21 April 13, 2018	March 21, 2018	April 4, 2018	March 28, 2018	April 8, 2018
22 April 27, 2018	April 4, 2018	April 18, 2018	April 11, 2018	April 22, 2018
23 May 11, 2018	April 18, 2018	May 2, 2018	April 25, 2018	May 6, 2018
24 May 25, 2018	May 2, 2018	May 16, 2018	May 9, 2018	May 20, 2018
25 June 8, 2018	May 16, 2018	May 30, 2018	May 23, 2018	June 3, 2018
26 June 22, 2018	May 30, 2018	June 13, 2018	June 6, 2018	June 17, 2018

Please follow the above schedule: if we receive paperwork or time is entered in PeopleSoft Time and Labor after the above dates for each payroll, we cannot guarantee that we will be able to produce a payment for that payroll.

Missing information, incorrect codes, or incomplete new hire paperwork will create a delay in processing. **Notification of any calendar changes will be posted on Campus Connection or made through e-mail.**

For additional information contact:

Payroll - Extension 28692

Office of Student Employment - Extension 25599 or 57431

Human Resources - Extension 28500