

2018 Processing Calendar

Pay No.	Employee Type	Pay Period	HR Transactions Due in HR 5:00 pm	Employee Timesheets Submitted for Approval by 6:00 pm	Supervisors Approval Due 10:00 am	Pay Date	Days in Pay Period	Off-Cycle Requests Due 10:00AM	Direct Deposit Effective Date
1	Hourly Salaried	Dec 16-31 Dec 25-Jan 9	Dec 11	Jan 9	Jan 10	January 16	12	Jan 19	Jan 23
2	Hourly Salaried	Jan 1-15 Jan 10-24	Jan 10	Jan 24	Jan 25	February 1	11	Feb 6	Feb 8
3	Hourly Salaried	Jan 16-31 Jan 25-Feb 9	Jan 25	Feb 9	Feb 12	February 16	12	Feb 21	Feb 23
4	Hourly Salaried	Feb 1-15 Feb 10-24	Feb 12	Feb 24	Feb 26	March 1	10	Mar 6	Mar 8
5	Hourly Salaried	Feb 16-28 Feb 25-Mar 9	Feb 26	Mar 9	Mar 12	March 16	10	Mar 21	Mar 23
6	Hourly Salaried	Mar 1-15 Mar 10-24	Mar 12	Mar 24	Mar 26	March 30	10	Apr 4	Apr 6
7	Hourly Salaried	Mar 16-31 Mar 25-Apr 9	Mar 26	April 9	April 10	April 16	11	Apr 19	Apr 23
8	Hourly Salaried	Apr 1-15 Apr 10-24	April 10	April 24	April 25	May 1	11	May 4	May 8
9	Hourly Salaried	Apr 16-30 Apr 25-May 9	April 25	May 9	May 10	May 16	11	May 21	May 23
10	Hourly Salaried	May 1-15 May 10-24	May 10	May 24	May 25	June 1	11	June 6	June 8
11	Hourly Salaried	May 16-31 May 25-Jun 9	May 25	June 9	June 11	June 15	11	Not available	Not available
12	Hourly Salaried	Jun 1-15 Jun 10-24	June 11	June 24	June 25	July 2	10	July 5	July 9
13	Hourly Salaried	Jun 16-30 Jun 25-Jul 9	June 25	Jul 9	Jul 10	July 16	11	July 19	July 23
14	Hourly Salaried	Jul 1-15 Jul 10-24	Jul 10	July 24	July 25	August 1	11	Aug 6	Aug 8
15	Hourly Salaried	Jul 16-31 Jul 25-Aug 9	July 25	Aug 9	Aug 10	August 16	12	Aug 21	Aug 23
16	Hourly Salaried	Aug 1-15 Aug 10-24	Aug 10	Aug 24	Aug 27	August 31	11	Sept 5	Sept 7
17	Hourly Salaried	Aug 16-31 Aug 25-Sept 9	Aug 27	Sept 9	Sept 10	September 14	10	Sept 19	Sept 21
18	Hourly Salaried	Sept 1-15 Sept 10-24	Sept 10	Sept 24	Sept 25	September 28	11	Oct 3	Oct 5
19	Hourly Salaried	Sept 16-30 Sept 25-Oct 9	Sept 25	Oct 9	Oct 10	October 16	11	Oct 19	Oct 23
20	Hourly Salaried	Oct 1-15 Oct 10-24	Oct 10	Oct 24	Oct 25	November 1	11	Nov 6	Nov 8
21	Hourly Salaried	Oct 16-31 Oct 25-Nov 9	Oct 25	Nov 9	Nov 12	November 16	12	Not available	Not available
22	Hourly Salaried	Nov 1-15 Nov 10-24	Nov 12	Nov 24	Nov 26	November 30	10	Dec 5	Dec 7
23	Hourly Salaried	Nov 16-30 Nov 25-Dec 9	Nov 26	Dec 9	Dec 10	December 14	10	Not available	Not available
24	Hourly Salaried	Dec 1-15 Dec 10-24	Dec 10	Dec 16	Dec 17	December 31	11	Not available	Not available