

2018 Biweekly Payroll Deadlines

Adjustment/Change Forms Include- New contracts, new hire paperwork, address changes, tax claim updates, donations changes, group benefit updates, AVC pension changes, direct deposit changes, misc. Changes, and expense reimbursement claims.

Timesheets- Timesheets must be authorized before the processing deadline. Submissions received after the posted deadlines may not be processed until the following pay day.

Please speak to your supervisor regarding internal department deadlines so that they have time to review and approve your timesheet prior to the payroll processing deadlines below.

Biweekly Pay Period (timesheet employees) <i>Salaried employees are paid one week ahead of schedule below</i>	Adjustment/Change Forms due to Payroll By Friday 4:00pm	Staff/Faculty/Research Employee and all timesheet approvals due to Payroll by Monday 12:00pm (noon)	Pay Day
Dec 24 to Jan 6	8-Jan	8-Jan	12-Jan
Jan 7 to Jan 20	19-Jan	22-Jan	26-Jan
Jan 21 to Feb 3	2-Feb	5-Feb	9-Feb
Feb 4 to Feb 17	16-Feb	20-Feb	23-Feb
Feb 18 to Mar 3	2-Mar	5-Mar	9-Mar
Mar 4 to Mar 17	16-Mar	19-Mar	23-Mar
Mar 18 to Mar 31	30-Mar	2-Apr	6-Apr
April 1 to April 14	13-Apr	16-Apr	20-Apr
April 15 to April 28	27-Apr	30-Apr	4-May
April 29 to May 12	11-May	14-May	18-May
May 13 to May 26	25-May	28-May	1-Jun
May 27 to June 9	8-Jun	11-Jun	15-Jun
June 10 to June 23	22-Jun	25-Jun	29-Jun
June 24 to July 7	6-Jul	9-Jul	13-Jul
July 8 to July 21	20-Jul	23-Jul	27-Jul
July 22 to Aug 4	3-Aug	7-Aug	10-Aug
Aug 5 to Aug 18	17-Aug	20-Aug	24-Aug
Aug 19 to Sep 1	31-Aug	4-Sep	7-Sep
Sep 2 to Sep 15	14-Sep	17-Sep	21-Sep
Sep 16 to Sep 29	28-Sep	1-Oct	5-Oct
Sep 30 to Oct 13	12-Oct	15-Oct	19-Oct
Oct 14 to Oct 27	26-Oct	29-Oct	2-Nov
Oct 28 to Nov 10	9-Nov	12-Nov	16-Nov
Nov 11 to Nov 24	23-Nov	26-Nov	30-Nov
Nov 25 to Dec 8	7-Dec	10-Dec	14-Dec
Dec 9 to Dec 22	21-Dec	21-Dec	28-Dec