

Payroll Period No.	Pay Period From	Pay Period Thru	Due to Payroll Dpt (by Noon)	Paydate	Longevity Pay Dates	# Days Paid	Working Hours in FY18 After Period End
							2088
1	Sep 01	Sep 09	Sep 11	09/15/17	L	6	2040
2	Sep 10	Sep 23	Sep 25	09/29/17		10	1960
3	Sep 24	Oct 07	Oct 09	10/13/17	L	10	1880
4	Oct 08	Oct 21	Oct 23	10/27/17		10	1800
5	Oct 22	Nov 04	Nov 06	11/10/17	L	10	1720
E*	Nov 05	Nov 18	Nov 16	11/22/17		10	1640
7	Nov 19	Dec 02	Dec 04	12/08/17	L	10	1560
E	Dec 03	Dec 16	Dec 15	12/22/17		10	1480
9	Dec 17	Dec 30	Jan 02	01/05/18		10	1400
10	Dec 31	Jan 13	Jan 15	01/19/18	L	10	1320
11	Jan 14	Jan 27	Jan 29	02/02/18		10	1240
12	Jan 28	Feb 10	Feb 12	02/16/18	L	10	1160
13	Feb 11	Feb 24	Feb 26	03/02/18		10	1080
E*	Feb 25	Mar 10	Mar 07	03/13/18	L	10	1000
15	Mar 11	Mar 24	Mar 26	03/30/18	(No Ins)	10	920
16	Mar 25	Apr 07	Apr 09	04/13/18	L	10	840
17	Apr 08	Apr 21	Apr 23	04/27/18		10	760
18	Apr 22	May 05	May 07	05/11/18	L	10	680
19	May 06	May 19	May 21	05/25/18		10	600
20	May 20	Jun 02	Jun 04	06/08/18	L	10	520
21	Jun 03	Jun 16	Jun 18	06/22/18		10	440
E*	Jun 17	Jun 30	Jun 29	07/06/18		10	360
23	Jul 01	Jul 14	Jul 16	07/20/18	L	10	280
24	Jul 15	Jul 28	Jul 30	08/03/18		10	200
25	Jul 29	Aug 11	Aug 13	08/17/18	L	10	120
E	Aug 12	Aug 25	Aug 21	08/31/18	(No Ins)	10	40
E	Aug 26	Aug 31	Aug 23	09/14/18	(No Ins)	5	0
<b>FY 2019 (Subject to change)</b>							<b>2080</b>
1	Sep 01	Sep 08		09/14/18	L	5	2040
2	Sep 09	Sep 22		09/28/18		10	1960
3	Sep 23	Oct 06		10/12/18	L	10	1880

E = Estimated Time Sheets      \*Holiday Adjustments      L - Longevity Paid

\*Holiday Schedule

Labor Day	Sep 4	Spring Break	Mar 15 -16
Thanksgiving	Nov 23-24	Memorial Day	May 28
Christmas/New Year	Dec 25-Jan 1	Independence Day	July 4
MLK, Jr. Day	Jan 15		

**TimeTraq Adlocs must be submitted to the Payroll Department by noon on the Due Date, unless otherwise noted. Timesheets not approved by noon on the due date may be subject to cancellation.**

**Payroll Periods**      #1 through #8 will be paid under "Fall" semester **Work Study**  
#9 through #19 will be paid under "Spring" semester **Work Study**  
#20 through #22 will be paid under "Summer Session I" **Work Study**  
# 23 Through # 27 will be paid under "Summer Session II" **Work Study**

**Note for departments:**

To avoid employees not receiving a paycheck, a completed EPA document must be processed on or before the date of hire. Incomplete documents may delay payroll processing.

**Note for Biweekly Employees:**

All employment packets provided by your supervisor or Human Resources must be completed and returned to your supervisor within three (3) working days and no later than the due date noted above in order to avoid delays in receiving your paycheck.