

## PAYROLL CALENDAR 2017

**Permanent SPA /EPA Employees and Graduate Assistants** are paid on the 15th and the last working day of the month. If the pay date falls on the weekend employees will be paid the Friday before. All necessary paperwork must be in the Payroll Office by the due date stated below: this includes paperwork from departments, to other approving departments to Human Resource that is forwarded to Payroll. Please allow sufficient time for the paperwork to flow through the necessary approval process and reach Payroll by the due date. Paperwork received after the Payroll due date will be processed and paid on the next pay cycle.

Pay Period Start Date	Pay Period End Date	Assignment Must be Approved by Human Resources by Noon	Paperwork Due to Payroll	Pay Date
1-Jan-17	15-Jan-17	21-Dec-16	22-Dec-16	13-Jan-17
16-Jan-17	31-Jan-17	17-Jan-17	18-Jan-17	31-Jan-17
1-Feb-17	15-Feb-17	1-Feb-17	2-Feb-17	15-Feb-17
16-Feb-17	2/29/2017	15-Feb-17	16-Feb-17	28-Feb-17
1-Mar-17	15-Mar-17	1-Mar-17	2-Mar-17	15-Mar-17
16-Mar-17	31-Mar-17	17-Mar-17	20-Mar-17	31-Mar-17
1-Apr-17	15-Apr-17	31-Mar-17	3-Apr-17	14-Apr-17
16-Apr-17	30-Apr-17	14-Apr-17	17-Apr-17	28-Apr-17
1-May-17	15-May-17	1-May-17	2-May-17	15-May-17
16-May-17	31-May-17	17-May-17	18-May-17	31-May-17
1-Jun-17	15-Jun-17	1-Jun-17	2-Jun-17	15-Jun-17
16-Jun-17	30-Jun-17	16-Jun-17	19-Jun-17	30-Jun-17
1-Jul-17	15-Jul-17	29-Jun-17	30-Jun-17	14-Jul-17
16-Jul-17	31-Jul-17	17-Jul-17	18-Jul-17	31-Jul-17
1-Aug-17	15-Aug-17	1-Aug-17	2-Aug-17	15-Aug-17
16-Aug-17	31-Aug-17	17-Aug-17	18-Aug-17	31-Aug-17
1-Sep-17	15-Sep-17	31-Aug-17	1-Sep-17	15-Sep-17
16-Sep-17	30-Sep-17	15-Sep-17	18-Sep-17	29-Sep-17
1-Oct-17	15-Oct-17	28-Sep-17	29-Sep-17	13-Oct-17
16-Oct-17	31-Oct-17	16-Oct-17	17-Oct-17	31-Oct-17
1-Nov-17	15-Nov-17	31-Oct-17	1-Nov-17	15-Nov-17
16-Nov-17	30-Nov-17	14-Nov-17	15-Nov-17	30-Nov-17
1-Dec-17	15-Dec-17	1-Dec-17	4-Dec-17	15-Dec-17
16-Dec-17	31-Dec-17	14-Dec-17	15-Dec-17	21-Dec-17

**Non-Student Temporary Employees, Student Temporary Employees and Work-study Students** are paid on the 15th of the month for hours worked in the previous month. Employees must submit their time via Web Time Entry by the 2nd business day of the following month by 11:00pm. Approvers must approve time entered by 9:00am on the 4th business day of the following month.

Pay Period	Deadline Date to Submit WTE	Deadline Date for Approvers	Pay Date
December 1-31, 2016	4-Jan-17	6-Jan-17	13-Jan-17
January 1-31, 2017	2-Feb-17	6-Feb-17	15-Feb-17
February 1-29, 2017	2-Mar-17	6-Mar-17	15-Mar-17
March 1-31, 2017	4-Apr-17	6-Apr-17	14-Apr-17
April 1-30, 2017	2-May-17	4-May-17	15-May-17
May 1-31, 2017	2-Jun-17	6-Jun-17	15-Jun-17
June 1-30, 2017	5-Jul-17	7-Jul-17	14-Jul-17
July 1-31, 2017	2-Aug-17	4-Aug-17	15-Aug-17
August 1-31, 2017	5-Sep-17	7-Sep-17	15-Sep-17
September 1-30, 2017	3-Oct-17	5-Oct-17	13-Oct-17
October 1-31, 2017	2-Nov-17	6-Nov-17	15-Nov-17
November 1-30, 2017	4-Dec-17	6-Dec-17	15-Dec-17