

Hourly & Adjunct Employee Payroll Schedule

Deadline to HR (New Assignments/New Hires) (Existing Assignments Updated by Campus)	Deadline to HR (Existing Assignments Updated by Campus)	Hourly Paylines Open (Lockdown for manual checks for EE's with	Employee Deadline to enter time	Manager Deadline to approve time	Payroll Transmittal	Paydate	Pay Period #
Friday, December 8, 2017	Monday, December 18, 2017	Tuesday, December 19, 2017	Wednesday, December 20, 2017	Tuesday, January 2, 2018	Friday, January 5, 2018	Wednesday, January 10, 2018	1
Tuesday, January 2, 2018	Friday, January 19, 2018	Tuesday, January 30, 2018	Wednesday, January 31, 2018	Thursday, February 1, 2018	Tuesday, February 6, 2018	Friday, February 9, 2018	2
Tuesday, February 6, 2018	Friday, February 16, 2018	Tuesday, February 27, 2018	Wednesday, February 28, 2018	Thursday, March 1, 2018	Tuesday, March 6, 2018	Friday, March 9, 2018	3
Thursday, March 8, 2018	Tuesday, March 20, 2018	Thursday, March 29, 2018	Saturday, March 31, 2018	Monday, April 2, 2018	Thursday, April 5, 2018	Tuesday, April 10, 2018	4
Monday, April 9, 2018	Thursday, April 19, 2018	Tuesday, May 01, 2018	Tuesday, May 1, 2018	Wednesday, May 2, 2018	Monday, May 7, 2018	Thursday, May 10, 2018	5
Tuesday, May 8, 2018	Friday, May 18, 2018	Wednesday, May 30, 2018	Thursday, May 31, 2018	Friday, June 1, 2018	Tuesday, June 5, 2018	Friday, June 8, 2018	6
Thursday, June 7, 2018	Tuesday, June 19, 2018	Friday, June 29, 2018	Friday, June 29, 2018	Monday, July 2, 2018	Thursday, July 5, 2018	Tuesday, July 10, 2018	7
Tuesday, July 10, 2018	Friday, July 20, 2018	Wednesday, August 01, 2018	Wednesday, August 1, 2018	Thursday, August 2, 2018	Tuesday, August 7, 2018	Friday, August 10, 2018	8
Wednesday, August 8, 2018	Monday, August 20, 2018	Thursday, August 30, 2018	Friday, August 31, 2018	Monday, September 3, 2018	Wednesday, September 5, 2018	Monday, September 10, 2018	9
Friday, September 7, 2018	Wednesday, September 19, 2018	Monday, October 01, 2018	Monday, October 1, 2018	Tuesday, October 2, 2018	Friday, October 5, 2018	Wednesday, October 10, 2018	10
Tuesday, October 9, 2018	Friday, October 19, 2018	Wednesday, October 31, 2018	Wednesday, October 31, 2018	Thursday, November 1, 2018	Tuesday, November 6, 2018	Friday, November 9, 2018	11
Wednesday, November 7, 2018	Monday, November 19, 2018	Thursday, November 29, 2018	Friday, November 30, 2018	Monday, December 3, 2018	Wednesday, December 5, 2018	Monday, December 10, 2018	12