



Human Resources Payroll Calendar

Important Information

Payroll forms to be applied to the subsequent pay must be received in Payroll by the Wednesday before the pay date when the changes are to be applied, including: W-4, MWR, Direct Deposit, and miscellaneous deduction requests.

Note: The I-9 MUST be completed within 3 business days of the employee's start date. If the I-9 is not completed in time, the employee will not be paid.

The Payroll Update form is used to make changes to employee pay after the Wednesday deadline but before confirming payroll. Payroll update changes are primarily done to prevent underpayment or overpayment. Changes to reported time should be entered on the timesheet before sending in the payroll update. For salaried pay, changes may be made to amounts and earnings codes.

Payroll updates received by 10:00 a.m. on Friday (Payroll confirm day) will be processed. Requests received after 10:00 a.m. will be handled as time allows.

Payroll Processing Schedule

Week	Pay Period Start	Pay Period End	Time / Absence Validation Deadline @ Noon Job Data Deadline @ 4:30pm	Payroll Update Cutoff (@ 10am unless indicated)	Payday
1	6/12/17	6/25/17	6/28/17	Thursday 6/29/17 @ 1pm	7/5/17
2	6/26/17	7/9/17	7/12/17	7/14/17	7/19/17
3	7/10/17	7/23/17	7/26/17	Thursday, 7/27/2017 @1pm	8/2/17
4	7/24/17	8/6/17	8/9/17	8/11/17	8/16/17
5	8/7/17	8/20/17	8/23/17	8/25/17	8/30/17
6	8/21/17	9/3/17	9/6/17	9/8/17	9/13/17
7	9/4/17	9/17/17	9/20/17	9/22/17	9/27/17
8	9/18/17	10/1/17	10/4/17	10/6/17	10/11/17
9	10/2/17	10/15/17	10/18/17	10/20/17	10/25/17
10	10/16/17	10/29/17	11/1/17	11/3/17	11/8/17
11	10/30/17	11/12/17	11/15/17	11/17/17	11/22/17
12	11/13/17	11/26/17	11/29/17	12/1/17	12/6/17
13	11/27/17	12/10/17	12/13/17	12/15/17	12/20/17
14	12/11/17	12/24/17	12/27/17	Thursday 12/28/17 @ 1pm	1/3/18
15	12/25/17	1/7/18	1/10/18	Thursday 1/11/18 @ 1pm	1/17/18
16	1/8/18	1/21/18	1/24/18	1/26/18	1/31/18
17	1/22/18	2/4/18	2/7/18	2/9/18	2/14/18
18	2/5/18	2/18/18	2/21/18	2/23/18	2/28/18
19	2/19/18	3/4/18	3/7/18	3/9/18	3/14/18
20	3/5/18	3/18/18	3/21/18	3/23/18	3/28/18
21	3/19/18	4/1/18	4/4/18	4/6/18	4/11/18
22	4/2/18	4/15/18	4/18/18	4/20/18	4/25/18
23	4/16/18	4/29/18	5/2/18	5/4/18	5/9/18
24	4/30/18	5/13/18	5/16/18	5/18/18	5/23/18
25	5/14/18	5/27/18	5/30/18	6/1/18	6/6/18
26	5/28/18	6/10/18	6/13/18	6/15/18	6/20/18