

2018 Payroll Calendar

- ✓ **You MUST follow the due dates so that Payroll Services can enter and process information into the system most efficiently.**
- ✓ **Payroll Services does not process information received AFTER the due date until your NEXT payroll.**
- ✓ **Keep this calendar for daily reference.**

Employees: [Submit Time and Leave Reports](#) to supervisor by 4:30 p.m. the last day worked in the pay period (15th and last day of the month).

Supervisors: [Submit approved Time and Leave Reports](#) to payroll by 4:30 p.m. the first business day after pay period ends (1st and 16th).

PAY PERIOD	DUE DATE	PAY DATE
01/01/18 THRU 01/15/18	01/15/18	01/25/18
01/16/18 THRU 01/31/18	01/31/18	02/09/18
02/01/18 THRU 02/15/18	02/15/18	02/26/18
02/16/18 THRU 02/28/18	02/28/18	03/09/18
03/01/18 THRU 03/15/18	03/15/18	03/26/18
03/16/18 THRU 03/31/18	03/31/18	04/10/18
04/01/18 THRU 04/15/18	04/15/18	04/25/18
04/16/18 THRU 04/30/18	04/30/18	05/10/18
05/01/18 THRU 05/15/18	05/15/18	05/25/18
05/16/18 THRU 05/31/18	05/31/18	06/11/18
06/01/18 THRU 06/15/18	06/15/18	06/25/18
06/16/18 THRU 06/30/18	06/30/18	07/10/18
07/01/18 THRU 07/15/18	07/15/18	07/25/18
07/16/18 THRU 07/31/18	07/31/18	08/10/18
08/01/18 THRU 08/15/18	08/15/18	08/24/18
08/16/18 THRU 08/31/18	08/31/18	09/10/18
09/01/18 THRU 09/15/18	09/15/18	09/25/18
09/16/18 THRU 09/30/18	09/30/18	10/10/18
10/01/18 THRU 10/15/18	10/15/18	10/25/18
10/16/18 THRU 10/31/18	10/31/18	11/09/18
11/01/18 THRU 11/15/18	11/15/18	11/26/18
11/16/18 THRU 11/30/18	11/30/18	12/10/18
12/01/18 THRU 12/15/18	12/15/18	12/21/18
12/16/18 THRU 12/31/18	12/31/18	01/10/19