

PAYROLL CALENDAR

Payday/Time Sheet Due Dates

2018-19

Payday	Time Sheet Due Date
September 6, 2018	August 29, 2018*
September 20, 2018	September 13, 2018
October 4, 2018	September 27, 2018
October 18, 2018	October 11, 2018
November 1, 2018	October 25, 2018
November 15, 2018	November 8, 2018
November 29, 2018	November 20, 2018*
December 13, 2018	December 6, 2018
December 27, 2018	December 13, 2018*
January 10, 2019	January 3, 2019
January 24, 2019	January 16, 2019*
February 7, 2019	January 31, 2019
February 21, 2019	February 14, 2019
March 7, 2019	February 28, 2019
March 21, 2019	March 14, 2019
April 4, 2019	March 28, 2019
April 18, 2019	April 11, 2019
May 2, 2019	April 25, 2019
May 16, 2019	May 9, 2019
May 30, 2019	May 22, 2019*
June 13, 2019	June 6, 2019
June 27, 2019	June 20, 2019
July 11, 2019	July 3, 2019*
July 25, 2019	July 18, 2019
August 8, 2019	August 1, 2019
August 22, 2019	August 15, 2019

All time sheets received after the due date will be processed the following payroll.

*Early deadline due to holiday.

All biweekly time sheets must be submitted and approved in Banner Self-Service no later than 12:00 Noon on the designated due date. All overtime sheets must also be received by the designated due date.

All faculty monthly leave reports must be submitted and approved in Banner Self-Service by 5:00 PM on the 15th of the following month.