

PAYROLL CALENDAR for Fiscal Year 2018 (July 1, 2017 to June 30, 2018)

PLEASE NOTE: To ensure payment on the following distribution dates all appropriate paperwork must be received by the due date shown below!

PAY Type, #, see below	PAYROLL PERIODS	Paperwork deadline to HR	Time Entry dates for employees & originators	Approval Deadline 11:59 PM	Direct Deposit Distribution Dates DATES
SM14	July 1-15, 2017	7-Jul	*Jul 14	Jul-17	Friday, July 21, 2017
SM15	July 16-31, 2017	21-Jul	Jul 16-31	Aug-01	Monday, August 07, 2017
SM16	Aug. 1-15, 2017	7-Aug	Aug 1-15	Aug-16	Tuesday, August 22, 2017
SM17	Aug. 16-31, 2017	21-Aug	Aug 16-31	Sep-01	Thursday, September 07, 2017
SM18	Sept. 1-15, 2017	11-Sep	Sep 1-15	Sep-18	Friday, September 22, 2017
SM19	Sept. 16-30, 2017	25-Sep	Sep 16-30	Oct-02	Friday, October 06, 2017
SM20	Oct. 1-15, 2017	10-Oct	Oct 1-15	Oct-16	Friday, October 20, 2017
SM21	Oct. 16-31, 2017	23-Oct	Oct 16-31	Nov-01	Tuesday, November 07, 2017
SM22	Nov. 1-15, 2017	6-Nov	Nov 1-15	Nov-16	Wednesday, November 22, 2017
SM23	Nov. 16-30, 2017	20-Nov	Nov 16-30	Dec-01	Thursday, December 07, 2017
SM24	Dec. 1- 15, 2017	8-Dec	Dec 1-15	Dec-18	Friday, December 22, 2017
SM1	Dec. 16-31, 2017	18-Dec	Dec 16-31	Jan-02	Friday, January 05, 2018
SM2	Jan. 1-15, 2018	5-Jan	Jan 1-15	Jan-16	Monday, January 22, 2018
SM3	Jan. 16-31, 2018	22-Jan	Jan 16-31	Feb-01	Wednesday, February 07, 2018
SM4	Feb. 1-15, 2018	5-Feb	Feb 1-15	Feb-16	Thursday, February 22, 2018
SM5	Feb. 16-28, 2018	20-Feb	Feb 16-28	Mar-01	Wednesday, March 07, 2018
SM6	March 1-15, 2018	9-Mar	Mar 1-15	Mar-16	Thursday, March 22, 2018
SM7	March 16-31, 2018	23-Mar	Mar 16-31	Apr-02	Friday, April 06, 2018
SM8	April 1-15, 2018	6-Apr	Apr 1-15	Apr-16	Friday, April 20, 2018
SM9	April 16-30, 2018	20-Apr	Apr 16-30	May-01	Monday, May 07, 2018
SM10	May 1-15, 2018	7-May	May 1-15	May-16	Tuesday, May 22, 2018
SM11	May 16-31, 2018	21-May	May 16-31	Jun-01	Thursday, June 07, 2018
SM12	June 1-15, 2018	8-Jun	Jun 1-15	Jun-18	Friday, June 22, 2018
SM13	June 16-30, 2018	22-Jun	Jun 16-30	Jul-02	Friday, July 06, 2018

Legend: Summer Spring Fall

*** Please note: Time entry for SM14 will not be opened until July 14, 2017 to allow time for year end processes.**

- The Colleges official workweek: Saturday at 12:00 pm until the next Friday at 11:59 pm
- If you need to enter time that was missed on a previous payroll please enter the total hours on a Saturday and add notes in the comments section.