

## 2017 HR & PAYROLL Deadlines

DRAFT

Month (by payment date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	Normal Payroll Monday Deadlines					Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes
								10:45 AM	11:00 AM	2:30 PM	3:00 PM	9:00 PM			
								EPAF Deadline	PDAEDN Entry Deadline	WTE Employee Submission PHA TIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline			
DEC	2016	B1-26	17-Dec-2016	30-Dec-2016	3	*	Wed 14-Dec-16	Thu 15-Dec-16	n/a	n/a	n/a	29-Dec-16	30-Dec-16	*December Holidays	
JAN	2017	B2-00			1	*	Wed 21-Dec-16	Fri 30-Dec-16	Tue 3-Jan-17 8:30 AM	Tue 3-Jan-17 10:00 AM	Tue 3-Jan-17 9:30 AM	5-Jan-17	6-Jan-17	New Years (Observed) Mon 02-Jan-17	
	2017	B1-01	31-Dec-2016	13-Jan-2017	1		04-Jan-17	9-Jan-17	n/a	n/a	n/a	12-Jan-17	13-Jan-17		
	2017	B2-01			2	*	11-Jan-17	Fri 13-Jan-17	Tue 17-Jan-17 10:00 AM	Fri 13-Jan-17	19-Jan-17	20-Jan-17	MLK Day Mon 16-Jan-17		
	2017	B1-02	14-Jan-2017	27-Jan-2017	2		18-Jan-17	23-Jan-17	n/a	n/a	n/a	26-Jan-17	27-Jan-17		
FEB	2017	B2-02			1		25-Jan-17	30-Jan-17					2-Feb-17	3-Feb-17	
	2017	B1-03	28-Jan-2017	10-Feb-2017	1		01-Feb-17	6-Feb-17	n/a	n/a	n/a	9-Feb-17	10-Feb-17		
	2017	B2-03			2		8-Feb-17	13-Feb-17					16-Feb-17	17-Feb-17	
	2017	B1-04	11-Feb-2017	24-Feb-2017	2		15-Feb-17	20-Feb-17	n/a	n/a	n/a	23-Feb-17	24-Feb-17		
MAR	2017	B2-04			1		22-Feb-17	27-Feb-17					2-Mar-17	3-Mar-17	
	2017	B1-05	25-Feb-2017	10-Mar-2017	1		01-Mar-17	6-Mar-17	n/a	n/a	n/a	9-Mar-17	10-Mar-17		
	2017	B2-05			2		8-Mar-17	13-Mar-17					16-Mar-17	17-Mar-17	

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	2017	B1-06	11-Mar-2017	24-Mar-2017	2		15-Mar-17	20-Mar-17		n/a	n/a	n/a	23-Mar-17	24-Mar-17	
	2017	B2-06			3		22-Mar-17	27-Mar-17					30-Mar-17	31-Mar-17	
<b>APR</b>	2017	B1-07	25-Mar-2017	7-Apr-2017	1		29-Mar-17	3-Apr-17		n/a	n/a	n/a	6-Apr-17	7-Apr-17	
	2017	B2-07			1		05-Apr-17	10-Apr-17					13-Apr-17	14-Apr-17	
	2017	B1-08	8-Apr-2017	21-Apr-2017	2		12-Apr-17	17-Apr-17		n/a	n/a	n/a	20-Apr-17	21-Apr-17	
	2017	B2-08			2		19-Apr-17	24-Apr-17					27-Apr-17	28-Apr-17	
<b>MAY</b>	2017	B1-09	22-Apr-2017	5-May-2017	1		26-Apr-17	1-May-17		n/a	n/a	n/a	4-May-17	5-May-17	
	2017	B2-09			1		3-May-17	8-May-17					11-May-17	12-May-17	
	2017	B1-10	6-May-2017	19-May-2017	2		10-May-17	15-May-17		n/a	n/a	n/a	18-May-17	19-May-17	
	2017	B2-10			2		17-May-17	22-May-17					25-May-17	26-May-17	
<b>JUN</b>	2017	B1-11	20-May-2017	2-Jun-2017	1	*	24-May-17	Fri 26-May-17		n/a	n/a	n/a	1-Jun-17	2-Jun-17	Memorial Day Mon 29-May-17
	2017	B2-11			1		31-May-17	5-Jun-17					8-Jun-17	9-Jun-17	

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	2017	B1-12	3-Jun-2017	16-Jun-2017	2		7-Jun-17	12-Jun-17		n/a	n/a	n/a	15-Jun-17	16-Jun-17	
	2017	B2-12			2		14-Jun-17	19-Jun-17					22-Jun-17	23-Jun-17	
	2017	B1-13	17-Jun-2017	30-Jun-2017	3	*	21-Jun-17	Fri 23-Jun-17 @12 p.m.	26-Jun-17	n/a	n/a	n/a	29-Jun-17	30-Jun-17	Change due to OY/NY
JUL	2017	B2-13			1	*	Thu 22-Jun-17 @ 12 p.m.	Thu 29-Jun-17		Fri 30-Jun-17	Mon 3-Jul-17 @10 a.m.	Fri 30-Jun-17	6-Jul-17	7-Jul-17	Independence Day Tue 04-July-17
	2017	B1-14	1-Jul-2017	14-Jul-2017	1		5-Jul-17	10-Jul-17		n/a	n/a	n/a	13-Jul-17	14-Jul-17	
	2017	B2-14			2		12-Jul-17	17-Jul-17					20-Jul-17	21-Jul-17	
	2017	B1-15	15-Jul-2017	28-Jul-2017	2		19-Jul-17	24-Jul-17		n/a	n/a	n/a	27-Jul-17	28-Jul-17	
AUG	2017	B2-15			1		26-Jul-17	31-Jul-17					3-Aug-17	4-Aug-17	
	2017	B1-16	29-Jul-2017	11-Aug-2017	1		02-Aug-17	7-Aug-17		n/a	n/a	n/a	10-Aug-17	11-Aug-17	
	2017	B2-16			2		9-Aug-17	14-Aug-17					17-Aug-17	18-Aug-17	
	2017	B1-17	12-Aug-2017	25-Aug-2017	2		16-Aug-17	21-Aug-17		n/a	n/a	n/a	24-Aug-17	25-Aug-17	
SEP	2017	B2-17			1		23-Aug-17	28-Aug-17					31-Aug-17	1-Sep-17	

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	2017	B1-18	26-Aug-2017	8-Sep-2017	1	*	30-Aug-17	Fri 1-Sep-17		n/a	n/a	n/a	7-Sep-17	8-Sep-17	Labor Day Mon 04-Sep-17
	2017	B2-18			2		06-Sep-17	11-Sep-17					14-Sep-17	15-Sep-17	
	2017	B1-19	9-Sep-2017	22-Sep-2017	2		13-Sep-17	18-Sep-17	n/a	n/a	n/a	21-Sep-17	22-Sep-17		
	2017	B2-19			3		20-Sep-17	25-Sep-17					28-Sep-17	29-Sep-17	
<b>OCT</b>	2017	B1-20	23-Sep-2017	6-Oct-2017	1		27-Sep-17	2-Oct-17	n/a	n/a	n/a	5-Oct-17	6-Oct-17		
	2017	B2-20			1		4-Oct-17	9-Oct-17					12-Oct-17	13-Oct-17	
	2017	B1-21	7-Oct-2017	20-Oct-2017	2		11-Oct-17	16-Oct-17	n/a	n/a	n/a	19-Oct-17	20-Oct-17		
	2017	B2-21			2		18-Oct-17	23-Oct-17					26-Oct-17	27-Oct-17	
<b>NOV</b>	2017	B1-22	21-Oct-2017	3-Nov-2017	1		25-Oct-17	30-Oct-17	n/a	n/a	n/a	2-Nov-17	3-Nov-17		
	2017	B2-22			1	*	01-Nov-17	Fri 3-Nov-17		Mon 6-Nov-17 10:00AM	Fri 3-Nov-17	Wed 8-Nov-17	Thu 9-Nov-17	Veterans Day (Observed) Fri 10-Nov-17	
	2017	B1-23	4-Nov-2017	17-Nov-2017	2		8-Nov-17	13-Nov-17	n/a	n/a	n/a	16-Nov-17	17-Nov-17		
	2017	B2-23			2	*	15-Nov-17	Thu 16-Nov-17		Fri 17-Nov-17 10:00AM	Thu 16-Nov-17	Tue 21-Nov-17	Wed 22-Nov-17	Thanksgiving Thu & Fri 23 & 24-Nov-17	

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DEC	2017	B1-24	18-Nov-2017	1-Dec-2017	1		22-Nov-17	27-Nov-17		n/a	n/a	n/a	30-Nov-17	1-Dec-17	
	2017	B2-24			1		29-Nov-17	4-Dec-17					7-Dec-17	8-Dec-17	
	2017	B1-25	2-Dec-2017	15-Dec-2017	2		06-Dec-17	11-Dec-17	n/a	n/a	n/a	14-Dec-17	15-Dec-17		
DRAFT	2017	B2-25			2	*	13-Dec-17	Fri 15-Dec-17			Mon 18-Dec-17 10:00AM	Fri 15-Dec-17	21-Dec-17	22-Dec-17	1
DRAFT	2017	B1-26	16-Dec-2017	29-Dec-2017	3	*	20-Dec-17	Fri 15-Dec-17	n/a	n/a	n/a	28-Dec-17	29-Dec-17	Christmas Dec 25 Adjustments needed	
DRAFT JAN	2018	B2-00			1	*	27-Dec-17	Fri 29-Dec-17					4-Jan-18	5-Jan-18	New Years Monday 1/1/2018

Check your campus Holiday calendar for campus specific dates for closing.

Notes

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