

2018 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			
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 Mon 01-Jan-18
	2018	B1-01	30-Dec-2017	12-Jan-2018	1		3-Jan-18	8-Jan-18	n/a	n/a	n/a	11-Jan-18	12-Jan-18		
	2018	B2-01			2	*	10-Jan-18	Fri 12-Jan-18		Tue 16-Jan-18 10:00 AM	Fri 12-Jan-18	18-Jan-18	19-Jan-18	MLK Day Mon 15-Jan-18	
	2018	B1-02	13-Jan-2018	26-Jan-2018	2		17-Jan-18	22-Jan-18	n/a	n/a	n/a	25-Jan-18	26-Jan-18		
FEB	2018	B2-02			1		24-Jan-18	29-Jan-18					1-Feb-18	2-Feb-18	
	2018	B1-03	27-Jan-2018	9-Feb-2018	1		31-Jan-18	5-Feb-18	n/a	n/a	n/a	8-Feb-18	9-Feb-18		
	2018	B2-03			2		7-Feb-18	12-Feb-18					15-Feb-18	16-Feb-18	
	2018	B1-04	10-Feb-2018	23-Feb-2018	2		14-Feb-18	19-Feb-18	n/a	n/a	n/a	22-Feb-18	23-Feb-18		
MAR	2018	B2-04			1		21-Feb-18	26-Feb-18					1-Mar-18	2-Mar-18	
	2018	B1-05	24-Feb-2018	9-Mar-2018	1		28-Feb-18	5-Mar-18	n/a	n/a	n/a	8-Mar-18	9-Mar-18		
	2018	B2-05			2		7-Mar-18	12-Mar-18					15-Mar-18	16-Mar-18	

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	2018	B1-06	10-Mar-2018	23-Mar-2018	2		14-Mar-18	19-Mar-18		n/a	n/a	n/a	22-Mar-18	23-Mar-18	
	2018	B2-06			3		21-Mar-18	26-Mar-18					29-Mar-18	30-Mar-18	
APR	2018	B1-07	24-Mar-2018	6-Apr-2018	1		28-Mar-18	2-Apr-18		n/a	n/a	n/a	5-Apr-18	6-Apr-18	
	2018	B2-07			1		4-Apr-18	9-Apr-18					12-Apr-18	13-Apr-18	
	2018	B1-08	7-Apr-2018	20-Apr-2018	2		11-Apr-18	16-Apr-18		n/a	n/a	n/a	19-Apr-18	20-Apr-18	
	2018	B2-08			2		18-Apr-18	23-Apr-18					26-Apr-18	27-Apr-18	
MAY	2018	B1-09	21-Apr-2018	4-May-2018	1		25-Apr-18	30-Apr-18		n/a	n/a	n/a	3-May-18	4-May-18	
	2018	B2-09			1		2-May-18	7-May-18					10-May-18	11-May-18	
	2018	B1-10	5-May-2018	18-May-2018	2		9-May-18	14-May-18		n/a	n/a	n/a	17-May-18	18-May-18	
	2018	B2-10			2		16-May-18	21-May-18					24-May-18	25-May-18	
JUN	2018	B1-11	19-May-2018	1-Jun-2018	1	*	23-May-18	Fri 25-May-18		n/a	n/a	n/a	31-May-18	1-Jun-18	Memorial Day Mon 28-May-18
	2018	B2-11			1		30-May-18	4-Jun-18					7-Jun-18	8-Jun-18	

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	2018	B1-12	2-Jun-2018	15-Jun-2018	2		6-Jun-18	11-Jun-18		n/a	n/a	n/a	14-Jun-18	15-Jun-18	
	2018	B2-12			2		13-Jun-18	18-Jun-18					21-Jun-18	22-Jun-18	
	2018	B1-13	16-Jun-2018	29-Jun-2018	3		20-Jun-18	25-Jun-18	n/a	n/a	n/a	28-Jun-18	29-Jun-18		
JUL	2018	B2-13			1	*	27-Jun-18	Fri 29-Jun-18		Mon 2-Jul-18 @10 a.m.	Fri 29-Jun-18	5-Jul-18	6-Jul-18	Independence Day Wed 04-Jul-18	
	2018	B1-14	30-Jun-2018	13-Jul-2018	1	*	Tue 3-JUL-18	9-Jul-18	n/a	n/a	n/a	12-Jul-18	13-Jul-18		
	2018	B2-14			2		11-Jul-18	16-Jul-18					19-Jul-18	20-Jul-18	
	2018	B1-15	14-Jul-2018	27-Jul-2018	2		18-Jul-18	23-Jul-18	n/a	n/a	n/a	26-Jul-18	27-Jul-18		
AUG	2018	B2-15			1		25-Jul-18	30-Jul-18					2-Aug-18	3-Aug-18	
	2018	B1-16	28-Jul-2018	10-Aug-2018	1		1-Aug-18	6-Aug-18	n/a	n/a	n/a	9-Aug-18	10-Aug-18		
	2018	B2-16			2		8-Aug-18	13-Aug-18					16-Aug-18	17-Aug-18	
	2018	B1-17	11-Aug-2018	24-Aug-2018	2		15-Aug-18	20-Aug-18	n/a	n/a	n/a	23-Aug-18	24-Aug-18		
SEP	2018	B2-17			3		22-Aug-18	27-Aug-18					30-Aug-18	31-Aug-18	

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	2018	B1-18	25-Aug-2018	7-Sep-2018	1	*	29-Aug-18	Fri 31-Aug-18		n/a	n/a	n/a	6-Sep-18	7-Sep-18	Labor Day Mon 03-Sep-18
	2018	B2-18			1		5-Sep-18	10-Sep-18					13-Sep-18	14-Sep-18	
	2018	B1-19	8-Sep-2018	21-Sep-2018	2		12-Sep-18	17-Sep-18	n/a	n/a	n/a	20-Sep-18	21-Sep-18		
	2018	B2-19			2		19-Sep-18	24-Sep-18					27-Sep-18	28-Sep-18	
OCT	2018	B1-20	22-Sep-2018	5-Oct-2018	1		26-Sep-18	1-Oct-18	n/a	n/a	n/a	4-Oct-18	5-Oct-18		
	2018	B2-20			1		3-Oct-18	8-Oct-18					11-Oct-18	12-Oct-18	
	2018	B1-21	6-Oct-2018	19-Oct-2018	2		10-Oct-18	15-Oct-18	n/a	n/a	n/a	18-Oct-18	19-Oct-18		
	2018	B2-21			2		17-Oct-18	22-Oct-18					25-Oct-18	26-Oct-18	
NOV	2018	B1-22	20-Oct-2018	2-Nov-2018	1		24-Oct-18	29-Oct-18	n/a	n/a	n/a	1-Nov-18	2-Nov-18		
	2018	B2-22			1		31-Oct-18	5-Nov-18					8-Nov-18	9-Nov-18	
	2018	B1-23	3-Nov-2018	16-Nov-2018	2	*	7-Nov-18	Fri 9-Nov-18		n/a	n/a	n/a	15-Nov-18	16-Nov-18	Veterans Day (Observed) Monday, Nov 12
	2018	B2-23			2	*	14-Nov-18	Fri 16-Nov-18		Mon 19-Nov-18 10:00AM	Fri 16-Nov-18	Tues 20-Nov-18	Wed 21-Nov-18	Thanksgiving Thu & Fri November 22 & 23	

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DEC	2018	B1-24	17-Nov-2018	30-Nov-2018	3		21-Nov-18	26-Nov-18		n/a	n/a	n/a	29-Nov-18	30-Nov-18	
	2018	B2-24			1		28-Nov-18	3-Dec-18					6-Dec-18	7-Dec-18	
	2018	B1-25	1-Dec-2018	14-Dec-2018	1		5-Dec-18	10-Dec-18	n/a	n/a	n/a	13-Dec-18	14-Dec-18		
DRAFT	2018	B2-25			2	*	12-Dec-18	17-Dec-18					20-Dec-18	21-Dec-18	
DRAFT	2018	B1-26	15-Dec-2018	28-Dec-2018	2	*	19-Dec-18	Mon 17-Dec-18	n/a	n/a	n/a	27-Dec-18	28-Dec-18	Christmas Tue 25-Dec-18 Adjustments needed	
DRAFT JAN	2019	B2-00			1	*	19-Dec-18	Fri 21-Dec-18		Mon 31-Dec-18 10:00AM	Fri 21-Dec-18	3-Jan-19	4-Jan-19	New Years Tue 01-Jan-19	

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

Notes

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