

2017 MONTHLY PAYROLL DEADLINES

The Deadline and Paycheck Dates for the Monthly payrolls are listed below. Please note that these dates are subject to change, if necessary.

All Appointment Request Forms, Overloads, and other payroll paperwork must be in Human Resources by the Deadline Date. All documents must be complete with all signatures.

Any incorrect or incomplete forms will be returned to the appropriate department. Any documents received after the Deadline date will be paid on the next monthly payroll.

It is the department's responsibility to make sure that the forms reach Human Resources by the deadline date.

New employees will need to provide the required identification and complete the Human Resources paperwork by the Deadline date to be paid.

We appreciate your cooperation in ensuring timely payroll disbursements to our employees.

<u>DEADLINE DATE</u>	<u>PAYCHECK DATE</u>
January 17, 2017	January 31, 2017
February 13, 2017	February 24, 2017
March 15, 2017	March 31, 2017
April 13, 2017	April 28, 2017
May 15, 2017	May 31, 2017
June 15, 2017	June 30, 2017
July 14, 2017	July 31, 2017
August 15, 2017	August 31, 2017
September 15, 2017	September 29, 2017
October 16, 2017	October 31, 2017
November 15, 2017	November 30, 2017
December 4, 2017	December 28, 2017