

## **2018 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 16, 2018	January 31, 2018
February 15, 2018	February 28, 2018
March 15, 2018	March 30, 2018
April 16, 2018	April 30, 2018
May 15, 2018	May 31, 2018
June 15, 2018	June 29, 2018
July 16, 2018	July 31, 2018
August 15, 2018	August 31, 2018
September 17, 2018	September 28, 2018
October 15, 2018	October 31, 2018
November 15, 2018	November 30, 2018
December 4, 2018	December 28, 2018