

**"REVISED" on 11/30/17 - Combined Payroll Schedule**

**DEC 2016 - JAN 2018**

Payroll Group	Pay Period Begins	Pay Period End	Human Resources (HR) Payroll Changes & Pay Request Cutoff Date & Cutoff Time:		Timesheet Due Date	MyTime Cutoff Time Supervisor Approved Before 10:30 am:	Pay Date	Changed Due To:
BW	12/18/2016	12/31/2016	Wednesday, December 21, 2016		12:00 noon	Tuesday, December 20, 2016	5:00 pm Deadline	1/6/2017
SM - Faculty	1/1/2017	1/15/2017	Monday, January 09, 2017		12:00 noon	N/A	N/A	1/13/2017
BW	1/1/2017	1/14/2017	Friday, January 13, 2017		12:00 noon	Thursday, January 12, 2017	5:00 pm Deadline	1/20/2017
SM - Faculty	1/16/2017	1/31/2017	Wednesday, January 25, 2017		12:00 noon	N/A	N/A	1/31/2017
BW	1/15/2017	1/28/2017	Monday, January 30, 2017		12:00 noon	Monday, January 30, 2017	N/A	2/3/2017
SM - Faculty	2/1/2017	2/15/2017	Thursday, February 09, 2017		12:00 noon	N/A	N/A	2/15/2017
BW	1/29/2017	2/11/2017	Monday, February 13, 2017		12:00 noon	Monday, February 13, 2017	N/A	2/17/2017
SM - Faculty	2/16/2017	2/28/2017	Wednesday, February 22, 2017		12:00 noon	N/A	N/A	2/28/2017
BW	2/12/2017	2/25/2017	Monday, February 27, 2017		12:00 noon	Monday, February 27, 2017	N/A	3/3/2017
SM - Faculty	3/1/2017	3/15/2017	Thursday, March 09, 2017		12:00 noon	N/A	N/A	3/15/2017
BW	2/26/2017	3/11/2017	Monday, March 13, 2017		12:00 noon	Monday, March 13, 2017	N/A	3/17/2017
SM - Faculty	3/16/2017	3/31/2017	Friday, March 24, 2017		12:00 noon	N/A	N/A	3/30/2017
BW	3/12/2017	3/25/2017	Friday, March 24, 2017		12:00 noon	Thursday, March 23, 2017	5:00 pm Deadline	3/30/2017
BW	3/26/2017	4/8/2017	Friday, April 07, 2017		12:00 noon	Thursday, April 06, 2017	5:00 pm Deadline	4/13/2017
SM - Faculty	4/1/2017	4/15/2017	Friday, April 07, 2017		12:00 noon	N/A	N/A	4/13/2017
BW	4/9/2017	4/22/2017	Monday, April 24, 2017		12:00 noon	Monday, April 24, 2017	N/A	4/28/2017
SM - Faculty	4/16/2017	4/30/2017	Monday, April 24, 2017		12:00 noon	N/A	N/A	4/28/2017
BW	4/23/2017	5/6/2017	Monday, May 08, 2017		12:00 noon	Monday, May 08, 2017	N/A	5/12/2017
SM - Faculty	5/1/2017	5/15/2017	Tuesday, May 09, 2017		12:00 noon	N/A	N/A	5/15/2017
BW	5/7/2017	5/20/2017	Monday, May 22, 2017		12:00 noon	Monday, May 22, 2017	N/A	5/26/2017
SM - Faculty	5/16/2017	5/31/2017	Wednesday, May 24, 2017		12:00 noon	N/A	N/A	5/31/2017
BW	5/21/2017	6/3/2017	Monday, June 05, 2017		12:00 noon	Monday, June 05, 2017	N/A	5/29 Memorial Day Holiday
SM - Faculty	6/1/2017	6/15/2017	Friday, June 09, 2017		12:00 noon	N/A	N/A	6/9/2017
BW	6/4/2017	6/17/2017	Monday, June 19, 2017		12:00 noon	Monday, June 19, 2017	N/A	6/15/2017
SM - Faculty	6/16/2017	6/30/2017	Monday, June 26, 2017		12:00 noon	N/A	N/A	6/23/2017
BW	6/18/2017	7/1/2017	Friday, June 30, 2017		12:00 noon	Thursday, June 29, 2017	5:00 pm Deadline	6/30/2017
SM - Faculty	7/1/2017	7/15/2017	Monday, July 10, 2017		12:00 noon	N/A	N/A	7/7/2017
BW	7/2/2017	7/15/2017	Monday, July 17, 2017		12:00 noon	Monday, July 17, 2017	N/A	7/14/2017
SM - Faculty	7/16/2017	7/31/2017	Tuesday, July 25, 2017		12:00 noon	N/A	N/A	7/21/2017
BW	7/16/2017	7/29/2017	Monday, July 31, 2017		12:00 noon	Monday, July 31, 2017	N/A	7/31/2017
SM - Faculty	8/1/2017	8/15/2017	Wednesday, August 09, 2017		12:00 noon	N/A	N/A	8/4/2017
BW	7/30/2017	8/12/2017	Monday, August 14, 2017		12:00 noon	Monday, August 14, 2017	N/A	8/15/2017
SM - Faculty	8/16/2017	8/31/2017	Friday, August 25, 2017		12:00 noon	N/A	N/A	8/18/2017
BW	8/13/2017	8/26/2017	Monday, August 28, 2017		12:00 noon	Monday, August 28, 2017	N/A	8/31/2017
BW	8/27/2017	9/9/2017	Monday, September 11, 2017		12:00 noon	Monday, September 11, 2017	N/A	9/1/2017
SM - Faculty	9/1/2017	9/15/2017	Monday, September 11, 2017		12:00 noon	N/A	N/A	9/15/2017
BW	9/10/2017	9/23/2017	Monday, September 25, 2017		12:00 noon	Monday, September 25, 2017	N/A	9/29/2017
SM - Faculty	9/16/2017	9/30/2017	Monday, September 25, 2017		12:00 noon	N/A	N/A	9/29/2017
BW	9/24/2017	10/7/2017	Monday, October 09, 2017		12:00 noon	Monday, October 09, 2017	N/A	10/13/2017
SM - Faculty	10/1/2017	10/15/2017	Monday, October 09, 2017		12:00 noon	N/A	N/A	10/13/2017
BW	10/8/2017	10/21/2017	Monday, October 23, 2017		12:00 noon	Monday, October 23, 2017	N/A	10/27/2017
SM - Faculty	10/16/2017	10/31/2017	Wednesday, October 25, 2017		12:00 noon	N/A	N/A	10/31/2017
BW	10/22/2017	11/4/2017	Friday, November 03, 2017		12:00 noon	Thursday, November 02, 2017	5:00 pm Deadline	11/9/2017
SM - Faculty	11/1/2017	11/15/2017	Wednesday, November 08, 2017		12:00 noon	N/A	N/A	11/10 Bank Holiday need xtra day for DD
BW	11/5/2017	11/18/2017	Thursday, November 16, 2017		12:00 noon	Wednesday, November 15, 2017	5:00 pm Deadline	11/15/2017
SM - Faculty	11/16/2017	11/30/2017	Wednesday, November 22, 2017		12:00 noon	N/A	N/A	11/22/2017
BW	11/19/2017	12/2/2017	Monday, December 04, 2017		12:00 noon	Monday, December 04, 2017	N/A	Thanksgiving Holiday & Leave Day
SM - Faculty	12/1/2017	12/15/2017	Monday, December 11, 2017		12:00 noon	N/A	N/A	11/30/2017
BW	12/1/2017	12/15/2017	Monday, December 11, 2017		12:00 noon	N/A	N/A	Thanksgiving Holiday & Leave Day
*BW	12/3/2017	12/16/2017	Friday, December 15, 2017		12:00 noon	Thursday, December 14, 2017	*5:00 pm Deadline	12/21/2017
SM - Faculty	12/16/2017	12/31/2017	Friday, December 15, 2017		12:00 noon	N/A	N/A	Contact your supervisor for questions
*BW	12/17/2017	12/30/2017	Wednesday, December 20, 2017		12:00 noon	Thursday, December 14, 2017	*5:00 pm Deadline	12/21/2017
SM - Faculty	1/1/2018	1/15/2018	Monday, January 08, 2018		12:00 noon	N/A	N/A	Christmas/New Year Holidays & Leave Day
BW	12/31/2017	1/13/2018	Friday, January 12, 2018		12:00 noon	Thursday, January 11, 2018	5:00 pm Deadline	1/5/2018
								Contact your supervisor for questions
								1/12/2018
								Dr. MLK Jr. Holiday
								1/19/2018
								Dr. MLK Jr. Holiday

**NOTE: \*THESE ARE 2 DIFFERENT PAYPERIODS FOR WHICH THE MYTIME DOCUMENTS ARE DUE ON THE SAME DEADLINE DATE OF DECEMBER 14, 2017. FOR QUESTIONS CONTACT YOUR SUPERVISOR, NOW**