

# January

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> HOLIDAY	<b>2</b> Hourly Summaries Due: Pay Period 12/16/17- 12/31/17	<b>3</b>	<b>4</b>	<b>5</b> Deadline for Paperwork to HRS: Hourly Pay Period 1/1/18-1/15/18 Salary Pay Period 1/16/18 -1/31/18	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Hourly Summaries Available: PPE 1/1/18 - 1/15/18	<b>12</b> PAYDAY	<b>13</b>
<b>14</b>	<b>15</b> HOLIDAY	<b>16</b> Hourly Summaries Due: Pay Period 1/1/18- 1/15/18 Salary Summaries Due: Pay Period 12/1/17-12/31/17	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> Paperwork to HRS: Hourly Pay Period 1/16/18-1/31/18 Salary Pay Period 2/1/18- 2/15/18	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b> Hourly Summaries Available PPE 1/16/18- 1/31/18 Salary Summaries Available: PPE 1/1/18-1/31/18	<b>31</b> PAYDAY			

2018

# February

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

Hourly Summaries Due:  
Pay Period 1/16/18-  
1/31/18

**4**

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**10**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 2/1/18-2/15/18  
Salary Pay Period  
2/16/18 -2/28/18

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**16**

**17**

Hourly Summaries  
Available: PPE 2/1/18-  
2/15/18

PAYDAY

Hourly Summaries Due:  
Pay Period 2/1/18-  
2/15/18 Salary  
Summaries Due: Pay  
Period 1/1/18-1/31/18

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**24**

Paperwork to HRS:  
Hourly Pay Period  
2/16/18-2/28/18 Salary  
Pay Period 3/1/18-  
3/15/18

**25**

**26**

**27**

**28**

Hourly Summaries  
Available PPE 2/16/18-  
2/28/18 Salary  
Summaries Available:  
PPE 2/1/18-2/28/18

PAYDAY

**2018**

# March

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 2/16/18-  
2/28/18

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 3/1/18-3/15/18  
Salary Pay Period  
3/16/18 -3/31/18

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**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 3/1/18-  
3/15/18

PAYDAY

**15**

**16**

Hourly Summaries Due:  
Pay Period 3/1/18-  
3/15/18 Salary  
Summaries Due: Pay  
Period 2/1/18-2/28/18

**17**

**18**

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**22**

**23**

Paperwork to HRS:  
Hourly Pay Period  
3/16/18-3/31/18 Salary  
Pay Period 4/1/18-  
4/15/18

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**27**

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**29**

Hourly Summaries  
Available PPE 3/16/18-  
3/31/18 Salary  
Summaries Available:  
PPE 3/1/18-3/31/18

PAYDAY

**30**

**31**

2018

# April

*Sun*  
**1**

*Mon*  
**2**

Hourly Summaries Due:  
Pay Period 3/16/18-  
3/31/18

*Tue*  
**3**

*Wed*  
**4**

*Thu*  
**5**

*Fri*  
**6**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 4/1/18-4/15/18  
Salary Pay Period  
4/16/18 -4/30/18

*Sat*  
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**10**

**11**

**12**

Hourly Summaries  
Available: PPE 4/1/18-  
4/15/18

**13**

PAYDAY

**14**

**15**

**16**

Hourly Summaries Due:  
Pay Period 4/1/18-  
4/15/18 Salary  
Summaries Due: Pay  
Period 3/1/18-3/31/18

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**18**

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**23**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 4/16/18-4/30/18  
Salary Pay Period 5/1/18  
-5/15/18

**24**

**25**

**26**

**27**

Hourly Summaries  
Available PPE 4/16/18-  
4/30/18 Salary  
Summaries Available:  
PPE 4/1/18-4/30/18

**28**

**29**

**30**

PAYDAY

2018

# May

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

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**5**

Hourly Summaries Due:  
Pay Period 4/16/18-  
4/30/18

**6**

**7**

**8**

**9**

**10**

**11**

**12**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 5/1/18-5/15/18  
Salary Pay Period  
5/16/18 -5/31/18

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**18**

**19**

Hourly Summaries  
Available: PPE 5/1/18-  
5/15/18

PAYDAY

Hourly Summaries Due:  
Pay Period 5/1/18-  
5/15/18 Salary  
Summaries Due: Pay  
Period 4/1/18-4/30/18

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**26**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 5/16/18-5/31/18  
Salary Pay Period 6/1/18  
- 6/15/18

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**31**

HOLIDAY

Hourly Summaries  
Available PPE 5/16/18-  
5/30/18 Salary  
Summaries Available:  
PPE 5/1/18-5/31/18

PAYDAY

2018

# June

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 5/16/18-  
5/31/18

**2**

**3**

**4**

**5**

**6**

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**8**

**9**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 6/1/18-6/15/18  
Salary Pay Period  
6/16/18 -6/30/18

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**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE 6/1/18-  
6/15/18

PAYDAY

**15**

**16**

**17**

**18**

Hourly Summaries Due:  
Pay Period 6/1/18-  
6/15/18 Salary  
Summaries Due: Pay  
Period 5/1/18-5/31/18

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**22**

**23**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 6/16/18-6/30/18  
Salary Pay Period 7/1/18  
-7/15/18

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**25**

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**28**

Hourly Summaries  
Available PPE 6/16/18-  
6/30/18 Salary  
Summaries Available:  
PPE 6/1/18-6/30/18

PAYDAY

**29**

**30**

2018

# July

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

Hourly Summaries Due:  
Pay Period 6/16/18-  
6/30/18

**3**

**4**  
HOLIDAY

**5**

**6**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 7/1/18-7/15/18  
Salary Pay Period  
7/16/18 -7/31/18

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**11**

**12**

Hourly Summaries  
Available: PPE 7/1/18-  
7/15/18

**13**

PAYDAY

**14**

**15**

**16**

Hourly Summaries Due:  
Pay Period 7/1/18-  
7/15/18 Salary  
Summaries Due: Pay  
Period 6/1/18-6/30/18

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**18**

**19**

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**23**

**24**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 7/16/18-7/31/18  
Salary Pay Period 8/1/18  
-8/15/18

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**30**

Hourly Summaries  
Available PPE 7/16/18-  
7/31/18 Salary  
Summaries Available:  
PPE 7/1/18-7/31/18

**31**

PAYDAY

2018

# August

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 7/16/18-  
7/31/18

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**3**

**4**

**5**

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**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 8/1/18-8/15/18  
Salary Pay Period  
8/16/18 -8/31/18

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**14**

Hourly Summaries  
Available: PPE 8/1/18-  
8/15/18

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 8/1/18-  
8/15/18 Salary  
Summaries Due: Pay  
Period 7/1/18-7/31/18

**17**

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**23**

**24**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 8/16/18-8/31/18  
Salary Pay Period 9/1/18  
-9/15/18

**25**

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**27**

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**29**

**30**

Hourly Summaries  
Available PPE 8/16/18-  
8/31/18 Salary  
Summaries Available:  
PPE 8/1/18-8/31/18

**31**

PAYDAY

2018



# September

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

HOLIDAY

**4**

Hourly Summaries Due:  
Pay Period 8/16/18-  
8/31/18

**5**

**6**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 9/1/18-9/15/18  
Salary Pay Period  
9/16/18 -9/30/18

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**11**

**12**

**13**

Hourly Summaries  
Available: PPE 9/1/18-  
9/15/18

PAYDAY

**15**

**16**

**17**

Hourly Summaries Due:  
Pay Period 9/1/18-  
9/15/18 Salary  
Summaries Due: Pay  
Period 8/1/18-8/31/18

**18**

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**20**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 9/16/18-9/30/18  
Salary Pay Period  
10/1/18 -10/15/18

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**27**

Hourly Summaries  
Available PPE 9/16/18-  
9/30/18 Salary  
Summaries Available:  
PPE 9/1/18-9/30/18

PAYDAY

**28**

**29**

**30**

2018

# October

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries Due:  
Pay Period 9/16/18-  
9/30/18

**2**

**3**

**4**

**5**

**6**

**7**

**8**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 10/1/18-10/15/18  
Salary Pay Period  
10/16/18 -10/31/18

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**10**

**11**

**12**

Hourly Summaries  
Available: PPE  
10/1/18-10/15/18

**13**

**14**

**15**

PAYDAY

**16**

Hourly Summaries Due:  
Pay Period 10/1/18-  
10/15/18 Salary  
Summaries Due: Pay  
Period 9/1/18-9/30/18

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**23**

**24**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 10/16/18-  
10/31/18 Salary Pay  
Period 11/1/18 -  
11/15/18

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**30**

Hourly Summaries  
Available PPE 10/16/18-  
10/31/18 Salary  
Summaries Available:  
PPE 10/1/18-10/31/18

**31**

PAYDAY

2018

# November

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

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**3**

Hourly Summaries Due:  
Pay Period 10/16/18-  
10/31/18

**4**

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**10**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 11/1/18-11/15/18  
Salary Pay Period  
11/16/18 -11/30/18

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**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
11/1/18-11/15/18

PAYDAY

**15**

**16**

Hourly Summaries Due:  
Pay Period 11/1/18-  
11/15/18 Salary  
Summaries Due: Pay  
Period 10/1/18-10/31/18

**17**

**18**

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**21**

Deadline for Paperwork  
to HRS: Hourly Pay  
Period 11/16/18-  
11/30/18 Salary Pay  
Period 12/1/18 -  
12/15/18

**22**

HOLIDAY

**23**

FLOATING HOLIDAY

**24**

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**29**

Hourly Summaries  
Available: PPE  
11/16/18-11/30/18  
Salary Summaries  
Available: PPE  
11/1/18-11/30/18

**30**

PAYDAY

2018

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
						<b>1</b>
<b>2</b>	<b>3</b> Hourly Summaries Due: Pay Period 11/16/18- 11/30/18	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> Deadline for Paperwork to HRS: Hourly Pay Period 12/1/18-12/15/18 Salary Pay Period 12/16/18 -12/31/18	<b>8</b>
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> Salary Payroll Deadline PPE 12/31/18 Hourly Summaries Available: PPE 12/1/18-12/15/18	<b>14</b> PAYDAY Hourly Summaries Due: Pay Period 12/1/18- 12/15/18 Salary Summaries Due: Pay Period 11/1/18-11/30/18	<b>15</b>
<b>16</b>	<b>17</b> Deadline for Paperwork to HRS: Hourly Pay Period 12/16/18- 12/31/18 Salary Pay Period 1/1/19 -1/15/19	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Hourly Summaries Available PPE 12/16/18- 12/31/18 Salary Summaries Available: PPE 12/1/18-12/31/18	<b>22</b>
<b>23</b>	<b>24</b> FLOATING HOLIDAY	<b>25</b> HOLIDAY	<b>26</b> FLOATING HOLIDAY	<b>27</b> FLOATING HOLIDAY	<b>28</b> ADMINISTRATIVE CLOSURE	<b>29</b>
<b>30</b>	<b>31</b> PAYDAY ADMINISTRATIVE CLOSURE					

2018