

FY 2018 MONTHLY PAYROLL CUTOFF SCHEDULE

PAY PERIODS		
FROM	THROUGH	PAYDAY
6/3/2017	7/7/2017	7/31/2018
7/8/2017	8/4/2017	8/31/2017
8/5/2017	9/8/2017	9/29/2017
9/9/2017	10/6/2017	10/31/2017
10/7/2017	11/3/2017	11/30/2017
11/4/2017	12/1/2017	12/20/2017
12/2/2017	1/5/2018	1/31/2018
1/6/2018	2/2/2018	2/28/2018
2/3/2018	3/2/2018	3/23/2018
3/3/2018	4/6/2018	4/30/2018
4/7/2018	5/4/2018	5/31/2018
5/5/2018	6/8/2018	6/29/2018
6/9/2018	6/30/2018	PART OF JULY PAYROLL
		FINAL POSTING/END OF YEAR
		ALL PAY AND LEAVE POSTED THRU JUNE 30
7/1/2018	7/6/2018	7/31/2018

DATES SUBJECT TO CHANGE: Notification will be sent by email when this is necessary.

*****ALL TIME SHEETS AND/OR ANY DOCUMENTATION ARE DUE TO THE PAYROLL DEPARTMENT (Location 8004) THE NEXT BUSINESS DAY AFTER CUTOFF.**

ALL EDL PAPERWORK SHOULD BE SUBMITTED BY CLOSE OF BUSINESS ON THE DAY OF OCCURANCE (6TH DAY OUT AND 1ST DAY OF RETURN).

******INTEROFFICE:** Please forward changes and time records to Payroll as they are processed. Do not wait until the deadline date to send time records to be entered. If you have any concerns or questions, please do not hesitate to call Beth Bembry at extension 10110.