



# Payroll Calendar 2018 – 2019

## SUMMER SESSION 2018

June 2018							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30

  

July 2018							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				

**EM** = End of Month Payroll:  
Management, Faculty and Classified  
**MD** = Mid-Month Payroll:  
Temporary, Hourly, Students

	Campus Closed
	EM Payroll Deadline
	EM Pay Day
	MD Payroll Deadline
	MD Web Approval, by <b>NOON</b>
	MD Pay Day
	Payroll Lock Out (HR/Fiscal use)

## FALL SEMESTER 2018

August 2018							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	31

  

September 2018							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30						

  

October 2018							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31			

  

November 2018							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	3
	4	5	6	7	8	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	30

  

December 2018							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
							1
	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	30	31					

## SPRING SEMESTER 2019

January 2019							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4	5
	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31		

  

February 2019							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	28	

  

March 2019							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
						1	2
	3	4	5	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	30
	31						

  

April 2019							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5	6
	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30				

  

May 2019							
Wk	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

**EM Payroll Deadline** – All leave forms, time sheets and personnel changes due for Management, Faculty and Staff.

**MD Deadline** – Paper time sheets and web approvals for temporary/hourly/students. This date can be prior to the 1<sup>st</sup> of the month.

**Payroll Lock Out** – These dates are for information only, for HR and Fiscal. No payroll or job record changes.

**Please note that dates are subject to change. Contact the Payroll Office with any questions. Thank you.**