

2018 Payroll Calendar
Due Dates for Approved Overtime

PAY #	START DATE	END DATE	OVERTIME REPORTS		OVERTIME PAY ADDED TO CHECK	DUE DATE ADJUSTED FOR
			DUE	NO LATER THAN		
26	12/9/2017	12/31/2017	1/3/2018		1/12/2018	Christmas Break
1	1/1/2018	1/15/2018	1/20/2018		1/31/2018	
2	1/16/2018	1/31/2018	2/5/2018		2/15/2018	
3	2/1/2018	2/15/2018	2/20/2018		2/28/2018	
4	2/16/2018	2/28/2018	3/5/2018		3/15/2018	
5	3/1/2018	3/15/2018	3/16/2018		3/30/2018	Spring Break
6	3/16/2018	3/31/2018	4/5/2018		4/13/2018	
7	4/1/2018	4/15/2018	4/20/2018		4/30/2018	
8	4/16/2018	4/30/2018	5/5/2018		5/15/2018	
9	5/1/2018	5/15/2018	5/20/2018		5/31/2018	
10	5/16/2018	5/31/2018	6/5/2018		6/15/2018	
11	6/1/2018	6/15/2018	6/20/2018		6/29/2018	
12	6/16/2018	6/30/2018	7/5/2018		7/13/2018	
13	7/1/2018	7/15/2018	7/20/2018		7/31/2018	
14	7/16/2018	7/31/2018	8/5/2018		8/15/2018	
15	8/1/2018	8/15/2018	8/20/2018		8/31/2018	
16	8/16/2018	8/31/2018	9/5/2018		9/14/2018	
17	9/1/2018	9/15/2018	9/20/2018		9/28/2018	
18	9/16/2018	9/30/2018	10/5/2018		10/15/2018	
19	10/1/2018	10/15/2018	10/20/2018		10/31/2018	
20	10/16/2018	10/31/2018	11/5/2018		11/15/2018	
21	11/1/2018	11/15/2018	11/20/2018		11/30/2018	
22	11/16/2018	11/30/2018	12/5/2018		12/14/2018	
23	12/1/2018	12/15/2018	1/3/2019		1/15/2019	Christmas Break
24	12/16/2018	12/31/2018	1/3/2019		1/15/2019	Christmas Break

Due dates have been adjusted for Spring Break and Christmas Break. If the due date falls on a weekend, please turn in your completed report to payroll on the business day prior.