

**2018 Payroll Calendar
for Full-Time Employees**

PAY #	START DATE	END DATE	LEAVE REPORTS DUE NO LATER THAN	LEAVE REPORT APPROVALS DUE NO LATER THAN	PAYROLL CHANGES DUE NO LATER THAN	PAYCHECK DATE
1	1/1/2018	1/15/2018	1/16/2018	1/17/2018	12/8/2017	1/12/2018
2	1/16/2018	1/31/2018	2/1/2018	2/2/2018	1/20/2018	1/31/2018
3	2/1/2018	2/15/2018	2/16/2018	2/17/2018	2/5/2018	2/15/2018
4	2/16/2018	2/28/2018	3/1/2018	3/2/2018	2/20/2018	2/28/2018
5	3/1/2018	3/15/2018	3/15/2018	3/16/2018	3/5/2018	3/15/2018
6	3/16/2018	3/31/2018	4/1/2018	4/2/2018	3/16/2018	3/30/2018
7	4/1/2018	4/15/2018	4/16/2018	4/17/2018	4/5/2018	4/13/2018
8	4/16/2018	4/30/2018	5/1/2018	5/2/2018	4/20/2018	4/30/2018
9	5/1/2018	5/15/2018	5/16/2018	5/17/2018	5/5/2018	5/15/2018
10	5/16/2018	5/31/2018	6/1/2018	6/2/2018	5/20/2018	5/31/2018
11	6/1/2018	6/15/2018	6/16/2018	6/17/2018	6/5/2018	6/15/2018
12	6/16/2018	6/30/2018	7/1/2018	7/2/2018	6/20/2018	6/29/2018
13	7/1/2018	7/15/2018	7/16/2018	7/17/2018	7/5/2018	7/13/2018
14	7/16/2018	7/31/2018	8/1/2018	8/2/2018	7/20/2018	7/31/2018
15	8/1/2018	8/15/2018	8/16/2018	8/17/2018	8/5/2018	8/15/2018
16	8/16/2018	8/31/2018	9/1/2018	9/2/2018	8/20/2018	8/31/2018
17	9/1/2018	9/15/2018	9/16/2018	9/17/2018	9/5/2018	9/14/2018
18	9/16/2018	9/30/2018	10/1/2018	10/2/2018	9/20/2018	9/28/2018
19	10/1/2018	10/15/2018	10/16/2018	10/17/2018	10/5/2018	10/15/2018
20	10/16/2018	10/31/2018	11/1/2018	11/2/2018	10/20/2018	10/31/2018
21	11/1/2018	11/15/2018	11/16/2018	11/17/2018	11/5/2018	11/15/2018
22	11/16/2018	11/30/2018	12/1/2018	12/2/2018	11/20/2018	11/30/2018
23	12/1/2018	12/15/2018	12/13/2018	12/14/2018	12/5/2018	12/14/2018
24	12/16/2018	12/31/2018	12/13/2018	12/14/2018	12/5/2018	12/31/2018

Due dates have been adjusted for Spring Break and Christmas Break. If the leave report due date falls on a weekend, we recommend submitting it the business day prior; however, it is not mandatory, as the system can be accessed from anywhere. Contact your supervisor with questions.