

2017 SPECIAL HIRE PAYROLL CALENDAR FOR WEB TIME ENTRY

Employees must submit electronic timesheets to approvers for approval one day before the due date of timesheets by 5:00 PM Approvers/Proxy's must approve timesheets by 12:00 PM on the due date and submit to the Payroll Office. Paper timesheets will not be accepted. If you miss the deadline, you will not be paid on pay day. The timesheets will be available on pay day for time entry and approval.

Pay Period	Start Date	End Date	Employee Time Entry BEGIN DATE	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
6	March 05, 2017	March 18, 2017	March 05, 2017	March 16, 2017	March 17, 2017	March 24, 2017
7	March 19, 2017	April 01, 2017	March 19, 2017	March 30, 2017	March 31, 2017	April 07, 2017
8	April 02, 2017	April 15, 2017	April 02, 2017	April 13, 2017	April 14, 2017	April 21, 2017
9	April 16, 2017	April 29, 2017	April 16, 2017	April 27, 2017	April 28, 2017	May 05, 2017
10	April 30, 2017	May 13, 2017	April 30, 2017	May 11, 2017	May 12, 2017	May 19, 2017
11	May 14, 2017	May 27, 2017	May 14, 2017	May 25, 2017	May 26, 2017	June 02, 2017
12	May 28, 2017	June 10, 2017	May 28, 2017	June 08, 2017	June 09, 2017	June 16, 2017
13	June 11, 2017	June 24, 2017	June 11, 2017	June 22, 2017	June 23, 2017	June 30, 2017
14	June 25, 2017	July 08, 2017	June 25, 2017	July 06, 2017	July 07, 2017	July 14, 2017
15	July 09, 2017	July 22, 2017	July 09, 2017	July 20, 2017	July 21, 2017	July 28, 2017
16	July 23, 2017	August 05, 2017	July 23, 2017	August 03, 2017	August 04, 2017	August 11, 2017
17	August 06, 2017	August 19, 2017	August 06, 2017	August 17, 2017	August 18, 2017	August 25, 2017
18	August 20, 2017	September 02, 2017	August 20, 2017	August 31, 2017	September 01, 2017	September 08, 2017
19	September 03, 2017	September 16, 2017	September 03, 2017	September 14, 2017	September 15, 2017	September 22, 2017
20	September 17, 2017	September 30, 2017	September 17, 2017	September 28, 2017	September 29, 2017	October 06, 2017
21	October 01, 2017	October 14, 2017	October 01, 2017	October 12, 2017	October 13, 2017	October 20, 2017
22	October 15, 2017	October 28, 2017	October 15, 2017	October 26, 2017	October 27, 2017	November 03, 2017
23	October 29, 2017	November 11, 2017	October 29, 2017	November 09, 2017	November 10, 2017	November 17, 2017
24	November 12, 2017	November 25, 2017	November 12, 2017	November 23, 2017	November 24, 2017	December 01, 2017
25*	November 26, 2017	December 09, 2017	November 26, 2017	December 07, 2017	December 08, 2017	December 15, 2017
26*	December 10, 2017	December 23, 2017	December 10, 2017	December 21, 2017	December 22, 2017	December 29, 2017

* Dates subjected to changed due to holiday schedule.