

2017 SUMMER FACULTY 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
5	May 13, 2017	May 31, 2017	May 15, 2017	May 18, 2017	May 19, 2017	May 31, 2017
6	June 01, 2017	June 30, 2017	June 13, 2017	June 16, 2017	June 17, 2017	June 30, 2017
7	July 01, 2017	July 31, 2017	July 14, 2017	July 19, 2017	July 20, 2017	July 31, 2017
8	August 01, 2017	August 12, 2017	August 01, 2017	August 04, 2017	August 05, 2017	August 12, 2017