

2017 COLLEGE WORK STUDY 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.**

Pay Period	Start Date	End Date	Employee Time Entry BEGIN DATE	Employee Input DEADLINE (by 5pm)	Approval Input DEADLINE (by 12pm)	Pay Day
3	March 01, 2017	March 31, 2017	March 01, 2017	March 30, 2017	March 31, 2017	April 14, 2017
4	April 01, 2017	April 30, 2017	April 01, 2017	April 29, 2017	April 30, 2017	May 15, 2017
5	May 01, 2017	May 31, 2017	May 01, 2017	May 30, 2017	May 31, 2017	June 15, 2017
6	June 01, 2017	June 30, 2017	June 01, 2017	June 29, 2017	June 30, 2017	July 14, 2017
7	July 01, 2017	July 31, 2017	July 01, 2017	July 30, 2017	July 31, 2017	August 15, 2017
8	August 01, 2017	August 31, 2017	August 01, 2017	August 30, 2017	August 31, 2017	September 15, 2017
9	September 01, 2017	September 30, 2017	September 01, 2017	September 29, 2017	September 30, 2017	October 13, 2017
10	October 01, 2017	October 31, 2017	October 01, 2017	October 30, 2017	October 31, 2017	November 15, 2017
11	November 01, 2017	November 30, 2017	November 01, 2017	November 29, 2017	November 30, 2017	December 15, 2017
12	December 01, 2017	December 31, 2017	December 01, 2017	December 30, 2017	December 31, 2017	January 15, 2018