2017 MONTHLY 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
3	March 01, 2017	March 31, 2017	March 16, 2017	March 21, 2017	March 22, 2017	March 31, 2017
4	April 01, 2017	April 30, 2017	April 17, 2017	April 19, 2017	April 20, 2017	April 28, 2017
5	May 01, 2017	May 31, 2017	May 15, 2017	May 18, 2017	May 19, 2017	May 31, 2017
6	June 01, 2017	June 30, 2017	June 15, 2017	June 19, 2017	June 20, 2017	June 30, 2017
7	July 01, 2017	July 31, 2017	July 17, 2017	July 19, 2017	July 20, 2017	July 31, 2017
8	August 01, 2017	August 31, 2017	August 16, 2017	August 21, 2017	August 22, 2017	August 31, 2017
9	September 01, 2017	September 30, 2017	September 15, 2017	September 20, 2017	September 21, 2017	September 29, 2017
10	October 01, 2017	October 31, 2017	October 16, 2017	October 19, 2017	October 20, 2017	October 31, 2017
11	November 01, 2017	November 30, 2017	November 14, 2017	November 16, 2017	November 17, 2017	November 30, 2017
12	December 01, 2017	December 31, 2017	December 01, 2017	December 04, 2017	December 05, 2017	December 19, 2017