

HUMAN RESOURCES/PAYROLL SERVICES
MONTHLY PAYROLL PROCESSING SCHEDULE
 July 2018 thru December 2018

Pay Period	Leave Reports Due by 10:00am	Leave Approvals Due by 12:00pm	Paper ENPs		Final Payroll in CORE	Regular Payday	Suppl Payday
			Ready to Apply by 5:00pm	EPAFs			
Jun Supp				6/29/2018	7/5/2018		7/12/2018
Jul	7/16/2018	7/16/2018		7/16/2018	7/24/2018	7/31/2018	
Jul Supp				7/30/2018	8/3/2018		8/10/2018
Aug	8/16/2018	8/16/2018		8/16/2018	8/24/2018	8/31/2018	
Aug Supp				8/29/2018	9/5/2018		9/12/2018
Sep	9/17/2018	9/17/2018		9/14/2018	9/21/2018	9/28/2018	
Sep Supp				9/28/2018	10/4/2018		10/12/2018
Oct	10/16/2018	10/16/2018		10/16/2018	10/24/2018	10/31/2018	
Oct Supp				10/29/2018	11/2/2018		11/9/2018
Nov	11/16/2018	11/16/2018		*11/14/2018	*11/21/2018	11/30/2018	
Nov Supp				11/29/2018	12/5/2018		12/12/2018
Dec	*12/10/2018	*12/10/2018		*12/10/18	*12/14/18	*12/21/18	
Dec Supp				*12/20/18	1/4/2019		1/11/2019

*** THESE DATES ARE EXCEPTIONS TO THE NORMAL SCHEDULE**

***Estimated Time:**

November 16-17, 2018 & December 9-15, 2018

***Estimated Leave:**

December 14-15

This schedule supersedes all previous schedules. It is subject to change during holiday periods. If you have questions about payroll processing, please contact Gwen Budzene in Payroll Services at 744-7294.

The earliest effective date for Board forms is Monday after the Board meeting. If Board forms do not meet Payroll schedules, they will be processed the following month. If you have questions about Board processing, please call Academic Affairs 744-5627