

## HOURLY PAYROLL SCHEDULE

This schedule prepared by the Payroll Department is intended for use in submitting online time entry and supporting document to the Payroll Office for processing.

**All Time Entry and Approval must be completed by 1:00 pm on due date.**

	<u>PAY PERIOD</u>		<u>DUE DATE</u>		<u>PAY DATE</u>	
bw 1	12/19/16	01/01/17	<b>12/22/16</b>	*	01/06/17	
bw 2	01/02/17	01/15/17	01/16/17		01/20/17	
bw 3	01/16/17	01/29/17	01/30/17		02/03/17	
bw 4	01/30/17	02/12/17	02/13/17		02/17/17	
bw 5	02/13/17	02/26/17	02/27/17		03/03/17	
bw 6	02/27/17	03/12/17	03/13/17		03/17/17	
bw 7	03/13/17	03/26/17	03/27/17		03/31/17	
bw 8	03/27/17	04/09/17	04/10/17		04/14/17	
bw 9	04/10/17	04/23/17	04/24/17		04/28/17	
bw 10	04/24/17	05/07/17	05/08/17		05/12/17	
bw 11	05/08/17	05/21/17	05/22/17		05/26/17	
bw 12	05/22/17	06/04/17	06/05/17		06/09/17	
bw 13	06/05/17	06/18/17	06/19/17		06/23/17	
bw 14	06/19/17	07/02/17	<b>06/30/17</b>	*	07/07/17	
bw 15	07/03/17	07/16/17	07/17/17		07/21/17	
bw 16	07/17/17	07/30/17	07/31/17		08/04/17	
bw 17	07/31/17	08/13/17	08/14/17		08/18/17	
bw 18	08/14/17	08/27/17	08/28/17		09/01/17	
bw 19	08/28/17	09/10/17	09/11/17		09/15/17	
bw 20	09/11/17	09/24/17	09/25/17		09/29/17	
bw 21	09/25/17	10/08/17	10/09/17		10/13/17	
bw 22	10/09/17	10/22/17	10/23/17		10/27/17	
bw 23	10/23/17	11/05/17	11/06/17		11/10/17	
bw 24	11/06/17	11/19/17	<b>11/17/17</b>	*	<b>11/22/17</b>	**
bw 25	11/20/17	12/03/17	12/04/17		12/08/17	
bw 26	12/04/17	12/17/17	<b>12/15/17</b>	*	<b>12/21/17</b>	**

\* Deviates from normal schedule

\*\* Early Pay Day