

EASTERN KENTUCKY UNIVERSITY 2017-2018 PAYROLL CALENDAR

JULY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	EKU	H	4	5	6	8
9	10	11	12	13	BW SM	15
16	X	17	18	19	•	20
23	24	25	26	27	BW	29
30	SM	X	31	NOTE: Due to end of Fiscal Year, time cards/sheets are due in Payroll 12 NOON Friday June 30, 2017 (pay period 6/18-7/1/17). This includes submission and approval of all web-time. Late submission will be paid with the next available payroll.		

AUGUST 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	•	3	4
6	7	8	9	10	BW	12
13	X	14	SM ★	15	16	•
20	21	22	23	24	BW	26
27	X	28	29	30	•	31

SEPTEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	H	4	5	6	7	BW
10	X	11	12	13	•	14
17	18	19	20	21	BW	23
24	X	25	26	27	•	28
					SM	29

OCTOBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	BW	7
8	X	9	10	•	11	12
15	H	16	H	17	18	19
22	X	23	24	25	•	26
29	30	SM	31	NOTE: Due to the Fall Holiday, time cards/sheets are due in Payroll NOON WED. OCT 11, (pay period 09/24/17 - 10/07/17). Expedited approval is necessary to accommodate early processing required for the payment date of 10/20. This includes submission and approval of all web time. Late submission will be paid with next available payroll.		

NOVEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	BW
5	X	6	7	8	•	9
12	13	14	SM	15	16	BW ★★
19	20	21	EKU	22	H	23
26	27	28	29	SM	30	

DECEMBER 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					BW	1
3	X	4	5	6	•	7
10	11	12	13	14	BW SM ★★	15
17	18	19	EKU	EKU	EKU	22
24	H	25	H	26	H	27
					BW SM H	29
31	NOTE: Due to the Christmas Holidays, time cards/sheets are due in Payroll 12 NOON FRIDAY, DEC 15, 2017 (pay period 12/03/17-12/16/17). This includes submission and approval of all web time. Late submission will be paid with next available payroll.					

BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt/Hourly Employees
 SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees
 Note: Pay requests are due on or before Semi-Monthly Pay Dates (SM) to guarantee payment on the following SM pay date.

- Students are paid with Bi-Weekly
- Faculty are paid with Semi-Monthly
- ★★ Early submission of time cards

- : Date time cards due in Payroll indicated by screen inside date
- : End of Bi-Weekly Pay Period indicated by white block around date
- X** : BW/ST time sheets due
- : Supervisor approval due
- H** : Holidays (Subject to Presidential approval)
- ★ : Faculty pay dates Note: First pay: August 15, 2017; Last pay: May 31, 2018

First scheduled pay for Part-time Faculty and Graduate Assistant:
 --August 31, 2017
 --January 31, 2018

These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates.

EKU EKU days -
 Gift of time from the President - report on time cards as EKU

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JANUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	H 1	X H 2	3	• 4	5	6
7	8	9	10	11	BW 12	13
14	SM H 15	X 16	17	• 18	19	20
21	22	23	24	25	BW 26	27
28	X 29	30	SM 31			

FEBRUARY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				• 1	2	3
4	5	6	7	8	BW 9	10
11	X 12	13	14	• 15	16	17
18	19	20	21	22	BW 23	24
25	X 26	27	SM 28			

MARCH 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				• 1	2	3
4	5	6	7	8	BW 9	10
11	<u>EKU</u> X 12	<u>EKU</u> 13	<u>EKU</u> 14	• SM 15	<u>EKU</u> 16	17
18	19	20	21	22	BW 23	24
25	X 26	27	28	• 29	SM 30	31

NOTE: Due to the Spring Break, time cards/sheets are due in Payroll 12 NOON FRIDAY, MARCH 9, 2018 (pay period xx/xx/18-xx/xx/18). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	BW 6	7
8	X 9	10	11	• 12	SM 13	14
15	16	17	18	19	BW 20	21
22	X 23	24	25	• 26	27	28
29	SM 30					

MAY 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	BW 4	5
6	X 7	8	9	• 10	11	12
13	14	SM 15	16	17	BW 18	19
20	X 21	22	23	• 24	25	26
27	H 28	29	30	SM ★ 31		

JUNE 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					BW 1	2
3	X 4	5	6	• 7	8	9
10	11	12	13	14	BW SM 15	16
17	X 18	19	20	• 21	22	23
24	25	26	27	28	BW SM 29	30

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