

Human Resources

State Hourly (Non-Student) Employees

Payroll Calendar

Due Dates for 2017-2018

Period No.	Period From	Period To	Personnel Transaction Form (ePTF) Due Dates	Timesheets Due (Noon)	Paycheck Distributed
1	3/30/2017	- 4/12/2017	Thursday 4/6/2017	Thursday 4/13/2017	5/3/2017
2	4/13/2017	- 4/26/2017	Thursday 4/20/2017	Thursday 4/27/2017	5/17/2017
3	4/27/2017	- 5/10/2017	Thursday 5/4/2017	Thursday 5/11/2017	5/31/2017
4	5/11/2017	- 5/24/2017	Thursday 5/18/2017	Thursday 5/25/2017	6/14/2017
5	5/25/2017	- 6/7/2017	Thursday 6/1/2017	Thursday 6/8/2017	6/28/2017
6	6/8/2017	- 6/21/2017	Thursday 6/15/2017	Thursday 6/22/2017	7/12/2017
7	6/22/2017	- 7/5/2017	Thursday 6/29/2017	Thursday 7/6/2017	7/26/2017
8	7/6/2017	- 7/19/2017	Thursday 7/13/2017	Thursday 7/20/2017	8/9/2017
9	7/20/2017	- 8/2/2017	Thursday 7/27/2017	Thursday 8/3/2017	8/23/2017
10	8/3/2017	- 8/16/2017	Thursday 8/10/2017	Thursday 8/17/2017	9/6/2017
11	8/17/2017	- 8/30/2017	Thursday 8/24/2017	Thursday 8/31/2017	9/20/2017
12	8/31/2017	- 9/13/2017	Thursday 9/7/2017	Thursday 9/14/2017	10/4/2017
13	9/14/2017	- 9/27/2017	Thursday 9/21/2017	Thursday 9/28/2017	10/18/2017
14	9/28/2017	- 10/11/2017	Thursday 10/5/2017	Thursday 10/12/2017	11/1/2017
15	10/12/2017	- 10/25/2017	Thursday 10/19/2017	Thursday 10/26/2017	11/15/2017
16	10/26/2017	- 11/8/2017	Thursday 11/2/2017	Thursday 11/9/2017	11/29/2017
17	11/9/2017	- 11/22/2017	Thursday 11/16/2017	Wednesday 11/22/2017	12/13/2017
18	11/23/2017	- 12/6/2017	Thursday 11/30/2017	Thursday 12/7/2017	12/27/2017
19	12/7/2017	- 12/20/2017	Thursday 12/14/2017	Thursday 12/21/2017	1/10/2018
20	12/21/2017	- 1/3/2018	Thursday 12/28/2017	Thursday 1/4/2018	1/24/2018
21	1/4/2018	- 1/17/2018	Thursday 1/11/2018	Thursday 1/18/2018	2/7/2018
22	1/18/2018	- 1/31/2018	Thursday 1/25/2018	Thursday 2/1/2018	2/21/2018
23	2/1/2018	- 2/14/2018	Thursday 2/8/2018	Thursday 2/15/2018	3/7/2018
24	2/15/2018	- 2/28/2018	Thursday 2/22/2018	Thursday 3/1/2018	3/21/2018
25	3/1/2018	- 3/14/2018	Thursday 3/8/2018	Thursday 3/15/2018	4/4/2018
26	3/15/2018	- 3/28/2018	Thursday 3/22/2018	Thursday 3/29/2018	4/18/2018

Notes:

- 1 Personnel Transaction Forms (ePTFs) and timesheets must be received by the due date to be paid on time. If you anticipate that the timesheets will be late, please contact Elaine Hines at 645-4425 or Cheryl Delano at 645-4446.
- 2 Whenever possible, rate changes and account number changes should carry an effective date coinciding with the beginning date of the **State Hourly (Non-Student)** payroll period. If hourly rates or account numbers are changed in the middle of a pay period, separate timesheets reflecting old and new information (rate and account number) must be submitted.
- 3 To ensure timely payment, original timesheets, with original signatures, must be received by the due date.