

Human Resources

**State Regular, Salaried, Biweekly PT Faculty TA/GA
Payroll Calendar
Due Dates for 2017 - 2018**

Period No.	Period		Personnel Transaction		Paycheck Distributed	Human Resources Contacts		
	From	To	Form (PTF)	Due Dates				
1	4/6/2017	4/19/2017	Thursday	4/6/2017	5/3/2017	<u>Appt Processing</u>		
2	4/20/2017	5/3/2017	Thursday	4/20/2017	5/17/2017			
3	5/4/2017	5/17/2017	Thursday	5/4/2017	5/31/2017	Lisa Battle	645-8156	
4	5/18/2017	5/31/2017	Thursday	5/18/2017	6/14/2017	Angela Kuc	645-4427	
5	6/1/2017	6/14/2017	Thursday	6/1/2017	6/28/2017	Lynn Phalen	645-8158	
6	6/15/2017	6/28/2017	Thursday	6/15/2017	7/12/2017	Betty Wolf	645-4428	
7	6/29/2017	7/12/2017	Thursday	6/29/2017	7/26/2017	Dana Moore (Manager)	645-8157	
8	7/13/2017	7/26/2017	Thursday	7/13/2017	8/9/2017			
9	7/27/2017	8/9/2017	Thursday	7/27/2017	8/23/2017			
10	8/10/2017	8/23/2017	Thursday	8/10/2017	9/6/2017	<u>State Payroll</u>		
11	8/24/2017	9/6/2017	Thursday	8/24/2017	9/20/2017	<u>Letters they Process</u>		
12	9/7/2017	9/20/2017	Thursday	9/7/2017	10/4/2017	Elaine Hines	645-4425	A - CHA
13	9/21/2017	10/4/2017	Thursday	9/21/2017	10/18/2017	Kathy Maziol	645-5202	CHB - F
14	10/5/2017	10/18/2017	Thursday	10/5/2017	11/1/2017	Roseann Brzozowiec	645-4449	G - J
15	10/19/2017	11/1/2017	Thursday	10/19/2017	11/15/2017	Kathy Sears	645-4450	K - MCCA
16	11/2/2017	11/15/2017	Thursday	11/2/2017	11/29/2017	Cheryl Delano	645-4446	MCCB - QP
17	11/16/2017	11/29/2017	Thursday	11/16/2017	12/13/2017	Melissa Barone	645-4445	QU - STEE
18	11/30/2017	12/13/2017	Thursday	11/30/2017	12/27/2017	Joanne Intorre	645-4424	STEF - Z
19	12/14/2017	12/27/2017	Thursday	12/14/2017	1/10/2018	Dana Moore (Manager)	645-8157	
20	12/28/2017	1/10/2018	Thursday	12/28/2017	1/24/2018			
21	1/11/2018	1/24/2018	Thursday	1/11/2018	2/7/2018			
22	1/25/2018	2/7/2018	Thursday	1/25/2018	2/21/2018			
23	2/8/2018	2/21/2018	Thursday	2/8/2018	3/7/2018			
24	2/22/2018	3/7/2018	Thursday	2/22/2018	3/21/2018			
25	3/8/2018	3/21/2018	Thursday	3/8/2018	4/4/2018			
26	3/22/2018	4/4/2018	Thursday	3/22/2018	4/18/2018			

Retroactive payments may be processed for up to five pay periods NOT including the current payroll. If more than 5 pay periods late a justification letter will be required. This is a state (OSC) directive and therefore no exceptions are allowed.

Transaction Effective and End Dates by Semester

	<u>Spring 2017</u>	<u>Fall 2017</u>	<u>Spring 2018</u>
21P	01/19/17 - 08/23/17	08/24/17 - 01/17/18	01/18/18 - 08/22/18
Academic year obligation paid over 21 pay periods			
CAL	03/02/17 (noon) - 08/31/17	09/01/17 - 03/02/18 (noon)	03/02/18 (noon) - 08/31/18
Academic year obligation paid on an annual salary basis over 12 months			
BIW	01/12/17 - 05/31/17	08/24/17 - 01/10/18	01/11/18 - 05/30/18
Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods			
TA/GA	01/12/17 - 05/31/17	08/24/17 - 01/10/18	01/11/18 - 05/30/18
Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods			