

Human Resources
State Regular, Salaried, Biweekly PT Faculty TA/GA
Payroll Calendar

Due Dates for 2018-2019

Period No.	Period		Personnel Transaction Form (PTF)	Transaction Due Dates	Paycheck Distributed	Human Resources Contacts		
	From	To						
1	4/5/2018	- 4/18/2018	Thursday	4/5/2018	5/2/2018	<u>Appt Processing</u>		
2	4/19/2018	- 5/2/2018	Thursday	4/19/2018	5/16/2018			
3	5/3/2018	- 5/16/2018	Thursday	5/3/2018	5/30/2018	Lisa Battle	645-8156	
						Angela Kuc	645-4427	
4	5/17/2018	- 5/30/2018	Thursday	5/17/2018	6/13/2018	Lynn Phalen	645-8158	
5	5/31/2018	- 6/13/2018	Thursday	5/31/2018	6/27/2018	Betty Wolf	645-4428	
6	6/14/2018	- 6/27/2018	Thursday	6/14/2018	7/11/2018	Dana Moore (Manager)	645-8157	
7	6/28/2018	- 7/11/2018	Thursday	6/28/2018	7/25/2018			
8	7/12/2018	- 7/25/2018	Thursday	7/12/2018	8/8/2018			
9	7/26/2018	- 8/8/2018	Thursday	7/26/2018	8/22/2018			
10	8/9/2018	- 8/22/2018	Thursday	8/9/2018	9/5/2018	<u>State Payroll</u>		<u>Process</u>
11	8/23/2018	- 9/5/2018	Thursday	8/23/2018	9/19/2018			
12	9/6/2018	- 9/19/2018	Thursday	9/6/2018	10/3/2018	Elaine Hines	645-4425	A - CHA
						Kathy Maziol	645-5202	CHB - F
13	9/20/2018	- 10/3/2018	Thursday	9/20/2018	10/17/2018	Roseann Brzozowiec	645-4449	G - J
14	10/4/2018	- 10/17/2018	Thursday	10/4/2018	10/31/2018	Kathy Sears	645-4450	K - MCCA
15	10/18/2018	- 10/31/2018	Thursday	10/18/2018	11/14/2018	Cheryl Delano	645-4446	MCCB - QP
						Melissa Barone	645-4445	QU - STEE
16	11/1/2018	- 11/14/2018	Thursday	11/1/2018	11/28/2018	Joanne Intorre	645-4424	STEF - Z
17	11/15/2018	- 11/28/2018	Thursday	11/15/2018	12/12/2018	Dana Moore	645-8157	
18	11/29/2018	- 12/12/2018	Thursday	11/29/2018	12/26/2018	(Manager)		
19	12/13/2018	- 12/26/2018	Thursday	12/13/2018	1/9/2019			
20	12/27/2018	- 1/9/2019	Thursday	12/27/2018	1/23/2019			
21	1/10/2019	- 1/23/2019	Thursday	1/10/2019	2/6/2019			
22	1/24/2019	- 2/6/2019	Thursday	1/24/2019	2/20/2019			
23	2/7/2019	- 2/20/2019	Thursday	2/7/2019	3/6/2019			
24	2/21/2019	- 3/6/2019	Thursday	2/21/2019	3/20/2019			
25	3/7/2019	- 3/20/2019	Thursday	3/7/2019	4/3/2019			
26	3/21/2019	- 4/3/2019	Thursday	3/21/2019	4/17/2019			

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 2018</u>	<u>Fall 2018</u>	<u>Spring 2019</u>
21P	01/18/18-08/22/18	08/23/18-01/16/19	01/17/19-08/21/19
	Academic year obligation paid over 21 pay periods		
CAL	3/2/18 (noon) - 8/31/18	09/01/18 - 3/2/19 (noon)	03/02/19 (noon) - 08/31/19
	Academic year obligation paid on an annual salary basis over 12 months		
BIW	01/11/18 - 05/30/18	08/23/18-01/09/19	01/10/19-05/29/19
	Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods		
TA/GA	01/11/18 - 05/30/18	08/23/18-01/09/19	01/10/19-05/29/19
	Academic year obligation paid over 20 pay periods, semester obligations paid over 10 pay periods		