2017/2018 Semi Monthly Pay Schedule

Pay Day #	Payday	Contract Pay Period Dates				Hourly Pay Period Dates			Run Payroll/True Time/Jobs Verification Report	True Time Approval Cutoff (5PM)**	Paper Timesheets Due to Payroll ***	HR New Hire Deadlines	Payroll Start Date	Holidays	
1	7/13/2017	7/1/2017	to	7/15/2017	*	6/12/2017	to	6/30/2017		7/6/2017	7/5/2017	7/5/2017	7/6/2017	Independence Day	7/4/2017
2	7/31/2017	7/16/2017	to	7/31/2017		7/1/2017	to	7/16/2017		7/25/2017	7/5/2017	7/19/2017	7/25/2017	Pioneer Day	7/24/2017
3	8/15/2017	8/1/2017	to	8/15/2017		7/17/2017	to	7/30/2017		8/8/2017	8/2/2017	8/7/2017	8/9/2017		
4	8/31/2017	8/16/2017	to	8/31/2017		7/31/2017	to	8/13/2017		8/24/2017	8/2/2017	8/23/2017	8/25/2017		
5	9/15/2017	9/1/2017	to	9/15/2017	*	8/14/2017	to	9/3/2017		9/8/2017	9/5/2017	9/7/2017	9/11/2017	Labor Day	9/4/2017
6	9/29/2017	9/16/2017	to	9/30/2017		9/4/2017	to	9/17/2017		9/22/2017	9/5/2017	9/21/2017	9/25/2017		
7	10/13/2017	10/1/2017	to	10/15/2017		9/18/2017	to	10/1/2017		10/6/2017	10/3/2017	10/5/2017	10/9/2017		
8	10/31/2017	10/16/2017	to	10/31/2017		10/2/2017	to	10/15/2017		10/24/2017	10/3/2017	10/23/2017	10/25/2017	UEA	10/19-10/20
9	11/15/2017	11/1/2017	to	11/15/2017		10/16/2017	to	10/29/2017		11/8/2017	11/2/2017	11/7/2017	11/9/2017		
10	11/30/2017	11/16/2017	to	11/30/2017		10/30/2017	to	11/12/2017		11/21/2017	11/2/2017	11/20/2017	11/22/2017	Thanksgiving Break	11/23-11/24
11	12/15/2017	12/1/2017	to	12/15/2017		11/13/2017	to	11/26/2017		12/8/2017	12/4/2017	12/7/2017	12/11/2017		
12	12/29/2017	12/16/2017	to	12/31/2017		11/27/2017	to	12/10/2017		12/18/2017	12/4/2017	12/15/2017	12/19/2017	Winter Recess	12/25-1/1
13	1/12/2018	1/1/2018	to	1/15/2018	*	12/11/2017	to	12/31/2017		1/5/2018	1/3/2018	1/4/2018	1/8/2018		
14	1/31/2018	1/16/2018	to	1/31/2018		1/1/2018	to	1/14/2018		1/24/2018	1/3/2018	1/23/2018	1/25/2018	MLK Day	1/15/2018
15	2/15/2018	2/1/2018	to	2/15/2018		1/15/2018	to	1/28/2018		2/8/2018	2/2/2018	2/7/2018	2/9/2018		
16	2/28/2018	2/16/2018	to	2/28/2018		1/29/2018	to	2/11/2018		2/21/2018	2/2/2018	2/20/2018	2/22/2018	Presidents Day	2/19/2018
17	3/15/2018	3/1/2018	to	3/15/2018		2/12/2018	to	2/25/2018		3/8/2018	3/2/2018	3/7/2018	3/9/2018		
18	3/30/2018	3/16/2018	to	3/31/2018		2/26/2018	to	3/11/2018		3/23/2018	3/2/2018	3/22/208	3/26/2018		
19	4/13/2018	4/1/2018	to	4/15/2018		3/12/2018	to	3/25/2018		3/30/2018	3/30/2018	4/3/2018	4/9/2018	Spring Break	4/5-4/6
20	4/30/2018	4/16/2018	to	4/30/2018	*	3/26/2018	to	4/15/2018		4/23/2018	3/30/2018	4/20/2018	4/24/2018		
21	5/15/2018	5/1/2018	to	5/15/2018		4/16/2018	to	4/29/2018		5/8/2018	5/2/2018	5/7/2018	5/9/2018		
22	5/31/2018	5/16/2018	to	5/31/2018		4/30/2018	to	5/13/2018		5/23/2018	5/2/2018	5/22/2018	5/24/2018	Memorial Day	5/28/2018
23	6/14/2018	6/1/2018	to	6/15/2018		5/14/2018	to	5/27/2018		6/7/2018	6/4/2018	6/6/2018	6/8/2018		
24	6/28/2018	6/16/2018	to	6/30/2018		5/28/2018	to	6/10/2018		6/20/2018	6/4/2018	6/19/2018	6/21/2018		
1	7/12/2018	7/1/2018	to	7/15/2018	*	6/11/2018	to	6/30/2018		7/5/2018	7/3/2018	7/5/2018	7/9/2018	Independence Day	7/4/2018
2	7/31/2018	7/16/2018	to	7/31/2018		7/1/2018	to	7/15/2018		7/23/2018	7/3/2018	7/23/2018	7/25/2018	Pioneer Day	7/24/2018
3	8/15/2018	8/1/2018	to	8/15/2018		7/16/2018	to	7/29/2018		8/8/2018	8/2/2018	8/7/2018	8/9/2018		
4	8/31/2018	8/16/2018	to	8/31/2018		7/30/2018	to	8/12/2018		8/24/2018	8/2/2018	8/23/2018	8/27/2018		

* 3 weeks of pay

**True Time timesheets left unapproved by the cutoff date will be paid on the next pay day; no special checks

*** Paper timesheets will only be paid on the last pay day of the month