



2017

Bi-Weekly Payroll Calendar & Web Time Entry Due Dates for Hourly Student, Temporary, and Work Study Employees

Important: **Employees** must enter time worked no later than the “Employee Entry Deadline Date and Time” and **Supervisors** must approve time worked no later than the “Approver Deadline Date and Time” to avoid delays in receiving pay.

Pay #	Pay Period Start Date (Monday)	Pay Period End Date (Sunday)	Employee Entry Deadline Date (Monday)	Employee Entry Deadline Time	Approver Deadline Date (Monday)	Approver Deadline Time	Pay Date
1	12/12/2016	12/25/2016	12/26/2016	10:00 AM	12/26/2016	4:00 PM	1/6/2017
2	12/26/2016	1/8/2017	1/9/2017	10:00 AM	1/9/2017	4:00 PM	1/20/2017
3	1/9/2017	1/22/2017	1/23/2017	10:00 AM	1/23/2017	4:00 PM	2/3/2017
4	1/23/2017	2/5/2017	2/6/2017	10:00 AM	2/6/2017	4:00 PM	2/17/2017
5	2/6/2017	2/19/2017	2/20/2017	10:00 AM	2/20/2017	4:00 PM	3/3/2017
6	2/20/2017	3/5/2017	3/6/2017	10:00 AM	3/6/2017	4:00 PM	3/17/2017
7	3/6/2017	3/19/2017	3/20/2017	10:00 AM	3/20/2017	4:00 PM	3/31/2017
8	3/20/2017	4/2/2017	4/3/2017	10:00 AM	4/3/2017	4:00 PM	4/13/2017
9	4/3/2017	4/16/2017	4/17/2017	10:00 AM	4/17/2017	4:00 PM	4/28/2017
10	4/17/2017	4/30/2017	5/1/2017	10:00 AM	5/1/201	4:00 PM	5/12/2017
11	5/1/2017	5/14/2017	5/15/2017	10:00 AM	5/15/2017	4:00 PM	5/26/2017
12	5/15/2017	5/28/2017	5/29/2017	10:00 AM	5/29/2017	4:00 PM	6/9/2017
13	5/29/2017	6/11/2017	6/12/2017	10:00 AM	6/12/2017	4:00 PM	6/23/2017
14	6/12/2017	6/25/2017	6/26/2017	10:00 AM	6/26/2017	4:00 PM	7/7/2017
15	6/26/2017	7/9/2017	7/10/2017	10:00 AM	7/10/2017	4:00 PM	7/21/2017
16	7/10/2017	7/23/2017	7/24/2017	10:00 AM	7/24/2017	4:00 PM	8/4/2017
17	7/24/2017	8/6/2017	8/7/2017	10:00 AM	8/7/2017	4:00 PM	8/18/2017
18	8/7/2017	8/20/2017	8/21/2017	10:00 AM	8/21/2017	4:00 PM	9/1/2017
19	8/21/2017	9/3/2017	9/4/2017	10:00 AM	9/4/2017	4:00 PM	9/15/2017
20	9/4/2017	9/17/2017	9/18/2017	10:00 AM	9/18/2017	4:00 PM	9/29/2017
21	9/18/2017	10/1/2017	10/2/2017	10:00 AM	10/2/2017	4:00 PM	10/13/2017
22	10/2/2017	10/15/2017	10/16/2017	10:00 AM	10/16/2017	4:00 PM	10/27/2017
23	10/16/2017	10/29/2017	10/30/2017	10:00 AM	10/30/2017	4:00 PM	11/9/2017
24	10/30/2017	11/12/2017	11/13/2017	10:00 AM	11/13/2017	4:00 PM	11/22/2017
25	11/13/2017	11/26/2017	11/27/2017	10:00 AM	11/27/2017	4:00 PM	12/8/2017
26	11/27/2017	12/10/2017	12/11/2017	10:00 AM	12/11/2017	4:00 PM	12/22/2017