

Timesheet Pay Period Begins	Timesheet Pay Period Ends	Timesheet Due in Payroll	Pay Check Issued	
12/16/16	12/31/16	12/22/16	01/10/17	1
01/01/17	01/15/17	01/17/17	01/26/17	2
01/16/17	01/31/17	02/01/17	02/10/17	3
02/01/17	02/15/17	02/16/17	02/24/17	4
02/16/17	02/28/17	03/01/17	03/10/17	5
03/01/17	03/15/17	03/16/17	03/24/17	6
03/16/17	03/31/17	03/31/17	04/10/17	7
04/01/17	04/15/17	04/17/17	04/26/17	8
04/16/17	04/30/17	05/01/17	05/10/17	9
05/01/17	05/15/17	05/16/17	05/26/17	10
05/16/17	05/31/17	06/01/17	06/09/17	11
06/01/17	06/15/17	06/16/17	06/26/17	12
06/16/17	06/30/17	06/30/17	07/10/17	13
07/01/17	07/15/17	07/17/17	07/26/17	14
07/16/17	07/31/17	08/01/17	08/10/17	15
08/01/17	08/15/17	08/16/17	08/25/17	16
08/16/17	08/31/17	08/31/17	09/08/17	17
09/01/17	09/15/17	09/18/17	09/26/17	18
09/16/17	09/30/17	09/29/17	10/10/17	19
10/01/17	10/15/17	10/16/17	10/26/17	20
10/16/17	10/31/17	11/01/17	11/10/17	21
11/01/17	11/15/17	11/15/17	11/22/17	22
11/16/17	11/30/17	11/30/17	12/08/17	23
12/01/17	12/15/17	12/15/17	12/22/17	24
12/16/17	12/31/17	12/22/17	01/10/18	1

Per University policy and procedures, supervisors are responsible for proofing and delivering the timesheets to Payroll. **Timesheets are due in Payroll by 9:30 am.**

EXEMPT employee timesheets are due in the Payroll Department by the 1st of each month.

* Some dates may be subject to change