

Administrative Payroll Schedule 2018 - 2019

Delay in submitting documentation required for hiring may affect an employee's start and pay date.

Payroll No.	Payroll Thursday	Period Wednesday	Bi-Weekly Time Sheet Due in Payroll *	Hire Papers Due (Wed) in Budget	Hire Papers Due Wed in Human Resources **	Pay Date
26	3/22/2018 -	4/4/2018	4/5/2018	2/28/2018	3/7/2018	4/18/2018
1	4/5/2018 -	4/18/2018	4/19/2018	3/14/2018	3/21/2018	5/2/2018
2	4/19/2018 -	5/2/2018	5/3/2018	3/28/2018	4/4/2018	5/16/2018
3	5/3/2018 -	5/16/2018	5/17/2018	4/11/2018	4/18/2018	5/30/2018
4	5/17/2018 -	5/30/2018	5/31/2018	4/25/2018	5/2/2018	6/13/2018
5	5/31/2018 -	6/13/2018	6/14/2018	5/9/2018	5/16/2018	6/27/2018
6	6/14/2018 -	6/27/2018	6/28/2018	5/23/2018	5/30/2018	7/11/2018
7	6/28/2018 -	7/11/2018	7/12/2018	6/6/2018	6/13/2018	7/25/2018
8	7/12/2018 -	7/25/2018	7/26/2018	6/20/2018	6/27/2018	8/8/2018
9	7/26/2018 -	8/8/2018	8/9/2018	7/4/2018	7/11/2018	8/22/2018
10	8/9/2018 -	8/22/2018	8/23/2018	7/18/2018	7/25/2018	9/5/2018
11	8/23/2018 -	9/5/2018	9/6/2018	8/1/2018	8/8/2018	9/19/2018
12	9/6/2018 -	9/19/2018	9/20/2018	8/15/2018	8/22/2018	10/3/2018
13	9/20/2018 -	10/3/2018	10/4/2018	8/29/2018	9/5/2018	10/17/2018
14	10/4/2018 -	10/17/2018	10/18/2018	9/12/2018	9/19/2018	10/31/2018
15	10/18/2018 -	10/31/2018	11/1/2018	9/26/2018	10/3/2018	11/14/2018
16	11/1/2018 -	11/14/2018	11/15/2018	10/10/2018	10/17/2018	11/28/2018
17	11/15/2018 -	11/28/2018	11/29/2018	10/24/2018	10/31/2018	12/12/2018
18	11/29/2018 -	12/12/2018	12/13/2018	11/7/2018	11/14/2018	12/26/2018
19	12/13/2018 -	12/26/2018	12/27/2018	11/21/2018	11/28/2018	1/9/2019
20	12/27/2018 -	1/9/2019	1/10/2019	12/5/2018	12/12/2018	1/23/2019
21	1/10/2019 -	1/23/2019	1/24/2019	12/19/2018	12/26/2018	2/6/2019
22	1/24/2019 -	2/6/2019	2/7/2019	1/2/2019	1/9/2019	2/20/2019
23	2/7/2019 -	2/20/2019	2/21/2019	1/16/2019	1/23/2019	3/6/2019
24	2/21/2019 -	3/6/2019	3/7/2019	1/30/2019	2/6/2019	3/20/2019
25	3/7/2019 -	3/20/2019	3/21/2019	2/13/2019	2/20/2019	4/3/2019
26	3/21/2019 -	4/3/2019	4/4/2019	2/27/2019	3/6/2019	4/17/2019

***Time Sheets are due in Payroll by noon on this day.**

**** Fully Completed Appointment packets are due in Human Resources on this day:**

Personal Action Form (PAF) submitted via HRETS, I-9 form complete with copies of acceptable ID documents, W4's, IT-2104 if needed an Extra Service Voucher, Dual Employment Forms and/or any supporting documentation.

For Assistance call:

Human Resources: Ext. 6090

Robin Farrell, Payroll Manager: Ext. 6096

Paula Rankine, Manager, Human Resources Information Systems: Extension 6092

Yudith Espinal, Payroll Coordinator: Ext. 5905

Dianne Vanadia, Time & Attendance Coordinator: Extension 6057