



MONTHLY PAY SCHEDULE 2018

The monthly payroll is paid on the last business day of every month. If the last business day is a federal holiday, the payroll will be paid on the next to last business day of the month.

Please use the following due dates for submitting pay information and/or payroll changes into the Human Resource Office to ensure inclusion in the monthly payroll. Payment requests and payroll changes submitted after the due dates are not guaranteed to be processed in the current payroll.

<u>MONTH ENDING</u>	<u>DUE DATE</u>	<u>PAY DATE</u>
1/31/2018	1/16/2018	1/31/2018
2/28/2018	2/12/2018	2/28/2018
3/31/2018	3/19/2018	3/30/2018
4/30/2018	4/16/2018	4/30/2018
5/31/2018	5/14/2018	5/31/2018
6/30/2018	6/18/2018	6/29/2018
7/31/2018	7/16/2018	7/31/2018
8/31/2018	8/13/2018	8/31/2018
9/30/2018	9/18/2018	9/28/2018
10/31/2018	10/16/2018	10/31/2018
11/30/2018	*11/5/2018	11/30/2018
12/31/2018	*12/5/2018	12/31/2018

* These dates have been chosen in order to accommodate the time necessary for payroll processing, direct deposit funding, and early processing due to holiday schedules.