

**PART-TIME EXCEPTION (NON-WEB TIME ENTRY)  
MONTHLY PAYROLL SCHEDULE - 2017/2018**

<b>TIME SHEET DUE DATES</b>	<b>PAYROLL PERIOD</b>
Tuesday, July 18, 2017 ***Project Time	6/20/17 - 7/19/17
Monday, August 21, 2017	7/20/17 - 8/19/17
Tuesday, September 19, 2017	8/20/17 - 9/19/17
Thursday, October 19, 2017	9/20/17 - 10/19/17
Wednesday, November 15, 2017 ***Project Time	10/20/17 - 11/19/17
Wednesday, December 06, 2017 ***Project Time	11/20/17 - 12/19/17
Friday, January 19, 2018	12/20/17 - 1/19/18
Monday, February 19, 2018	1/20/18 - 2/19/18
Tuesday, March 13, 2018 ***Project Time	2/20/18 - 3/19/18
Thursday, April 19, 2018	3/20/18 - 4/19/18
Wednesday, May 16, 2018 ***Project Time	4/20/18 - 5/19/18
Monday, June 18, 2018 ***Project Time	5/20/18 - 6/19/18

**PART-TIME (WEB TIME ENTRY)  
MONTHLY PAYROLL SCHEDULE - 2017/2018**

<b>MONTH/YEAR</b>	<b>SUBMITTAL DATE 4 P.M. (EMPLOYEE)</b>	<b>APPROVER DATE 4 P.M. (SUPERVISOR)</b>
July 2017	July 18, Tues. ***	July 19, Wed.
August 2017	August 21, Mon.	August 22, Tues.
September 2017	September 19, Tues.	September 20, Wed.
October 2017	October 19, Thurs.	October 20, Fri.
November 2017	November 15, Wed. ***	November 16, Thurs.
December 2017	December 06, Wed. ***	December 07, Thurs.
January 2018	January 19, Fri.	January 22, Mon.
February 2018	February 19, Mon.	February 20, Tues.
March 2018	March 13, Tues. ***	March 14, Wed.
April 2018	April 19, Thurs.	April 20, Fri.
May 2018	May 16, Wed. ***	May 17, Thurs.
June 2018	June 18, Mon. ***	June 19, Tues.

**\*\*\*Project Time:**

To project time - since the employee submittal deadline is before the pay period end date, you must project time. You will pre-enter hours for the days you will work after the deadline, up to the end date of the pay period. If you actually do not work that projected time, your time will be manually changed to the correct time, or, that time will be deducted from your next pay check.