

January 2017

Monday	Tuesday	Wednesday	Thursday	Friday
2 New Years Day (Observed) HOLIDAY	3	4	5	6 ** PAY DAY **
9 9:00 am Action Sheets Due in Human Resources Pay Period (1/01/17 to 1/14/17)	10	11	12 Employees Submit Time Sheets & Leave Reports	13 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)
16 Martin Luther King, Jr. HOLIDAY	17	18	19	20 ** PAY DAY **
23	24 9:00 am Action Sheets Due in Human Resources Pay Period (1/15/17 to 1/28/17)	25	26	27 Employees Submit Time Sheets & Leave Reports
30 10:00 am Approve Time Sheets & Leave Reports	31			

February 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 ** PAY DAY **
6	7 9:00 am Action Sheets Due in Human Resources Pay Period (1/29/17 to 2/11/17)	8	9	10 Employees Submit Time Sheets & Leave Reports
13 10:00 am Approve Time Sheets & Leave Reports	14	15	16	17 ** PAY DAY **
20	21 9:00 am Action Sheets Due in Human Resources Pay Period (2/12/17 to 2/25/17)	22	23	24 Employees Submit Time Sheets & Leave Reports
27 10:00 am Approve Time Sheets & Leave Reports				

March 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 ** PAY DAY **
6	7 9:00 am Action Sheets Due in Human Resources Pay Period (2/26/17 to 3/11/17)	8	9	10 Employees Submit Time Sheets & Leave Reports
13 10:00 am Approve Time Sheets & Leave Reports	14	15	16	17 ** PAY DAY **
20	21 9:00 am Action Sheets Due in Human Resources Pay Period (3/12/17 to 3/25/17)	22	23	24 Employees Submit Time Sheets & Leave Reports
27 10:00 am Approve Time Sheets & Leave Reports	28	29	30	31 ** PAY DAY ** (No Insurance Deductions)

April 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3	4 9:00 am Action Sheets Due in Human Resources Pay Period (3/26/17 to 4/8/17)	5	6	7 Employees Submit Time Sheets & Leave Reports
10 10:00 am Approve Time Sheets & Leave Reports	11	12	13	14 ** PAY DAY **
17	18 9:00 am Action Sheets Due in Human Resources Pay Period (4/9/17 to 4/22/17)	19	20	21 Employees Submit Time Sheets & Leave Reports
24 10:00 am Approve Time Sheets & Leave Reports	25	26	27	28 ** PAY DAY **

May 2017

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 9:00 am Action Sheets Due in Human Resources Pay Period (4/23/17 to 5/6/17)	3	4	5 Employees Submit Time Sheets & Leave Reports
8 10:00 am Approve Time Sheets & Leave Reports	9	10	11	12 ** PAY DAY **
15	16 9:00 am Action Sheets Due in Human Resources Pay Period (5/7/17 to 5/20/17)	17	18	19 Employees Submit Time Sheets & Leave Reports
22 10:00 am Approve Time Sheets & Leave Reports	23	24	25	26 ** PAY DAY **
29 Memorial Day HOLIDAY	30 9:00 am Action Sheets Due in Human Resources Pay Period (5/21/17 to 6/3/17)	[Greyed out]	[Greyed out]	[Greyed out]

June 2017

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 Employees Submit Time Sheets & Leave Reports
5 10:00 am Approve Time Sheets & Leave Reports	6	7	8	9 ** PAY DAY **
12	13 9:00 am Action Sheets Due in Human Resources Pay Period (6/4/17 to 6/17/17)	14	15	16 Employees Submit Time Sheets & Leave Reports
19 10:00 am Approve Time Sheets & Leave Reports	20	21	22	23 ** PAY DAY ** 9:00 am Action Sheets Due in Human Resources Pay Period (6/18/17 to 7/01/17)
26	27	28 Employees Submit Time Sheets & Leave Reports	29 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)	30

July 2017

Monday	Tuesday	Wednesday	Thursday	Friday
3 Independence Day DECLARED HOLIDAY	4 Independence Day HOLIDAY	5	6	7 ** PAY DAY **
10	11 9:00 am Action Sheets Due in Human Resources Pay Period (7/2/17 to 7/15/17)	12	13	14 Employees Submit Time Sheets & Leave Reports
17 10:00 am Approve Time Sheets & Leave Reports	18	19	20	21 ** PAY DAY **
24	25 9:00 am Action Sheets Due in Human Resources Pay Period (7/16/17 to 7/29/17)	26	27	28 Employees Submit Time Sheets & Leave Reports
31 10:00 am Approve Time Sheets & Leave Reports				

August 2017

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4 ** PAY DAY **
7	8 9:00 am Action Sheets Due in Human Resources Pay Period (7/30/17 to 8/12/17)	9	10	11 Employees Submit Time Sheets & Leave Reports
14 10:00 am Approve Time Sheets & Leave Reports	15	16	17	18 ** PAY DAY **
21	22 9:00 am Action Sheets Due in Human Resources Pay Period (8/13/17 to 8/26/17)	23	24	25 Employees Submit Time Sheets & Leave Reports
28 10:00 am Approve Time Sheets & Leave Reports	29	30		

September 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1 ** PAY DAY **
4 Labor Day HOLIDAY	5 9:00 am Action Sheets Due in Human Resources Pay Period (8/27/17 to 9/9/17)	6	7	8 Employees Submit Time Sheets & Leave Reports
11 10:00 am Approve Time Sheets & Leave Reports	12	13	14	15 ** PAY DAY **
18	19 9:00 am Action Sheets Due in Human Resources Pay Period (9/10/17 to 9/23/17)	20	21	22 Employees Submit Time Sheets & Leave Reports
25 10:00 am Approve Time Sheets & Leave Reports	26	27	28	29 ** PAY DAY ** (No Insurance Deductions)

October 2017

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 9:00 am Action Sheets Due in Human Resources Pay Period (9/24/17 to 10/7/17)	4	5	6 Employees Submit Time Sheets & Leave Reports
9 10:00 am Approve Time Sheets & Leave Reports	10	11	12	13 ** PAY DAY **
16	17 9:00 am Action Sheets Due in Human Resources Pay Period (10/8/17 to 10/21/17)	18	19	20 Employees Submit Time Sheets & Leave Reports
23 10:00 am Approve Time Sheets & Leave Reports	24	25	26	27 ** PAY DAY **
30 9:00 am Action Sheets Due in Human Resources Pay Period (10/22/17 to 11/4/17)	31			

November 2017

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 Employees Submit Time Sheets & Leave Reports	3 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)
6	7	8	9 ** PAY DAY ** 9:00 am Action Sheets Due in Human Resources Pay Period (11/5/17 to 11/18/17)	10 Veterans Day (Observed) HOLIDAY
13	14	15 Employees Submit Time Sheets & Leave Reports	16 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)	17
20	21	22 ** PAY DAY **	23 Thanksgiving HOLIDAY	24 Day After Thanksgiving HOLIDAY
27	28 9:00 am Action Sheets Due in Human Resources Pay Period (11/19/17 to 12/2/17)	29	30	

December 2017

Monday	Tuesday	Wednesday	Thursday	Friday
				1 Employees Submit Time Sheets & Leave Reports
4 10:00 am Approve Time Sheets & Leave Reports	5	6	7	8 ** PAY DAY **
11	12 9:00 am Action Sheets Due in Human Resources Pay Period (12/3/17 to 12/16/17)	13	14	15 Employees Submit Time Sheets & Leave Reports
18 10:00 am Approve Time Sheets & Leave Reports	19 9:00 am Action Sheets Due in Human Resources Pay Period (12/17/17 to 12/30/17)	20 Employees Submit Time Sheets & Leave Reports	21 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)	22 ** PAY DAY **
25 Christmas Day HOLIDAY	26 Winter Break HOLIDAY	27 Winter Break HOLIDAY	28 Winter Break HOLIDAY	29 Winter Break HOLIDAY