

January 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1 New Years Day HOLIDAY	2	3	4	5 ** PAY DAY **
8 9:00 am Action Sheets Due in Human Resources Pay Period (12/31/17 to 1/13/18)	9	10	11 Employees Submit Time Sheets & Leave Reports	12 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)
15 Martin Luther King, Jr. HOLIDAY	16	17	18	19 ** PAY DAY **
22	23 9:00 am Action Sheets Due in Human Resources Pay Period (1/14/18 to 1/27/18)	24	25	26 Employees Submit Time Sheets & Leave Reports
29 10:00 am Approve Time Sheets & Leave Reports	30	31		

February 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 ** PAY DAY **
5	6 9:00 am Action Sheets Due in Human Resources Pay Period (1/28/18 to 2/10/18)	7	8	9 Employees Submit Time Sheets & Leave Reports
12 10:00 am Approve Time Sheets & Leave Reports	13	14	15	16 ** PAY DAY **
19	20 9:00 am Action Sheets Due in Human Resources Pay Period (2/11/18 to 2/24/18)	21	22	23 Employees Submit Time Sheets & Leave Reports
26 10:00 am Approve Time Sheets & Leave Reports	27	28		

March 2018

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2 ** PAY DAY **
5	6 9:00 am Action Sheets Due in Human Resources Pay Period (2/25/18 to 3/10/18)	7	8	9 Employees Submit Time Sheets & Leave Reports
12 10:00 am Approve Time Sheets & Leave Reports	13	14	15	16 ** PAY DAY **
19	20 9:00 am Action Sheets Due in Human Resources Pay Period (3/11/18 to 3/24/18)	21	22	23 Employees Submit Time Sheets & Leave Reports
26 10:00 am Approve Time Sheets & Leave Reports	27	28	29	30 ** PAY DAY ** (No Insurance Deductions)

April 2018

Monday	Tuesday	Wednesday	Thursday	Friday
2	3 9:00 am Action Sheets Due in Human Resources Pay Period (3/25/18 to 4/7/18)	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 (4/8/18 to 4/21/18)	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				

May 2018

Monday	Tuesday	Wednesday	Thursday	Friday
	1 9:00 am Action Sheets Due in Human Resources Pay Period (4/22/18 to 5/5/18)	2	3	4 Employees Submit Time Sheets & Leave Reports
7 10:00 am Approve Time Sheets & Leave Reports	8	9	10	11 ** PAY DAY **
14	15 9:00 am Action Sheets Due in Human Resources Pay Period (5/6/18 to 5/19/18)	16	17	18 Employees Submit Time Sheets & Leave Reports
21 10:00 am Approve Time Sheets & Leave Reports	22	23	24	25 ** PAY DAY **
28 Memorial Day HOLIDAY	29 9:00 am Action Sheets Due in Human Resources Pay Period (5/20/18 to 6/2/18)	30	31	

June 2018

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 (6/3/18 to 6/16/18)	13	14	15 Employees Submit Time Sheets & Leave Reports
18 10:00 am Approve Time Sheets & Leave Reports	19	20	21	22 ** PAY DAY **
25 9:00 am Action Sheets Due in Human Resources Pay Period (6/17/18 to 6/30/18)	26	27	28 Employees Submit Time Sheets & Leave Reports	29 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)

July 2018

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 Independence Day HOLIDAY	5	6 ** PAY DAY **
9	10 9:00 am Action Sheets Due in Human Resources Pay Period (7/1/18 to 7/14/18)	11	12	13 Employees Submit Time Sheets & Leave Reports
16 10:00 am Approve Time Sheets & Leave Reports	17	18	19	20 ** PAY DAY **
23	24 9:00 am Action Sheets Due in Human Resources Pay Period (7/15/18 to 7/28/18)	25	26	27 Employees Submit Time Sheets & Leave Reports
30 10:00 am Approve Time Sheets & Leave Reports	31			

August 2018

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3 ** PAY DAY **
6	7 9:00 am Action Sheets Due in Human Resources Pay Period (7/29/18 to 8/11/18)	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 (8/12/18 to 8/25/18)	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)

September 2018

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

October 2018

Monday	Tuesday	Wednesday	Thursday	Friday
1	2 9:00 am Action Sheets Due in Human Resources Pay Period (9/23/18 to 10/6/18)	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 (10/7/18 to 10/20/18)	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	30 9:00 am Action Sheets Due in Human Resources Pay Period (10/21/18 to 11/3/18)	31	(Greyed out)	(Greyed out)

November 2018

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 9:00 am Action Sheets Due in Human Resources Pay Period (11/4/18 to 11/17/18)	9 ** PAY DAY **
12 Veterans Day (Observed) HOLIDAY	13	14 Employees Submit Time Sheets & Leave Reports	15 10:00 am Approve Time Sheets & Leave Reports (EARLY PROCESSING)	16
19	20	21 ** PAY DAY **	22 Thanksgiving HOLIDAY	23 Day After Thanksgiving HOLIDAY
26	27 9:00 am Action Sheets Due in Human Resources Pay Period (11/18/18 to 12/1/18)	28	29	30 Employees Submit Time Sheets & Leave Reports

December 2018

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