

April 2018

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	4/1 - 4/15	Tuesday, April 3, 2018	4/16/2018
Semi-Monthly Supplemental*	4/1 - 4/15	Monday, April 16, 2018	4/23/2018
Monthly Supplemental*	3/1 - 3/31	Monday, April 16, 2018	4/23/2018
Monthly Salaried	4/1 - 4/30	Monday, April 16, 2018	5/1/2018
Task Payments	4/1 - 4/30	Monday, April 16, 2018	5/1/2018
Stipend Payments	4/1 - 4/30	Monday, April 16, 2018	5/1/2018
Semi-Monthly Salaried	4/16 - 4/30	Monday, April 16, 2018	5/1/2018
Hourly (ePAR)	3/16 - 3/31	Tuesday, April 3, 2018	4/16/2018
Hourly (ePAR)	4/1 - 4/15	Monday, April 16, 2018	5/1/2018
Secondary Payroll*	4/1 - 4/30	Monday, April 23, 2018	5/1/2018
Supplemental*	4/1 - 4/30	Tuesday, May 1, 2018	5/8/2018

NOTE: Excludes Hourly (ePAR), see Time and Labor Deadlines Below.

Hourly Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline	Pay Date
Regular Hourly	3/1 - 3/15	Tuesday, March 20, 2018	4/2/2018
Secondary Hourly*	3/1 - 3/15	Thursday, March 22, 2018	4/2/2018
Supplemental*	3/1 - 3/15	Monday, April 2, 2018	4/9/2018
Regular Hourly	3/16 - 3/31	Wednesday, April 4, 2018	4/16/2018
Supplemental*	3/16 - 3/31	Monday, April 16, 2018	4/23/2018
Regular Hourly	4/1 - 4/15	Thursday, April 19, 2018	5/1/2018
Secondary Hourly*	4/1 - 4/15	Monday, April 23, 2018	5/1/2018
Supplemental*	4/1 - 4/15	Tuesday, May 1, 2018	5/8/2018

NOTE: Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.

Salaried Payroll Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline
Monthly & Semi Monthly	4/1 - 4/30	Friday, May 11, 2018
Monthly & Semi Monthly	5/1 - 5/31	Tuesday, June 12, 2018

Deadline is for all time to be entered for salaried employees.

**The Secondary and Supplemental pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*