

# February 2018

## Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	2/1 - 2/15	Friday, February 2, 2018	2/15/2018
Semi-Monthly Supplemental*	2/1 - 2/15	Thursday, February 15, 2018	2/22/2018
Monthly Supplemental*	1/1 - 1/31	Thursday, February 15, 2018	2/22/2018
Monthly Salaried	2/1 - 2/28	Thursday, February 15, 2018	3/1/2018
Task Payments	2/1 - 2/28	Thursday, February 15, 2018	3/1/2018
Stipend Payments	2/1 - 2/28	Thursday, February 15, 2018	3/1/2018
Semi-Monthly Salaried	2/16 - 2/28	Thursday, February 15, 2018	3/1/2018
Hourly (ePAR)	1/16 - 1/31	Friday, February 2, 2018	2/15/2018
Hourly (ePAR)	2/1 - 2/15	Thursday, February 15, 2018	3/1/2018
Secondary Payroll*	2/1 - 2/28	Thursday, February 22, 2018	3/1/2018
Supplemental*	2/1 - 2/28	Thursday, March 1, 2018	3/8/2018

**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	1/1 - 1/15	Friday, January 19, 2018	2/1/2018
Secondary Hourly*	1/1 - 1/15	Wednesday, January 24, 2018	2/1/2018
Supplemental*	1/1 - 1/15	Thursday, February 1, 2018	2/8/2018
Regular Hourly	1/16 - 1/31	Monday, February 5, 2018	2/15/2018
Supplemental*	1/16 - 1/31	Thursday, February 15, 2018	2/22/2018
Regular Hourly	2/1 - 2/15	Tuesday, February 20, 2018	3/1/2018
Secondary Hourly*	2/1 - 2/15	Thursday, February 22, 2018	3/1/2018
Supplemental*	2/1 - 2/15	Thursday, March 1, 2018	3/8/2018

**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	2/1 - 2/28	Monday, March 12, 2018
Monthly & Semi Monthly	3/1 - 3/31	Thursday, April 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.*