

# May 2018

## Payroll Deadlines for ePAR

| Transaction Type           | Pay Period  | Final Approval Deadline | Pay Date  |
|----------------------------|-------------|-------------------------|-----------|
| Semi-Monthly Salaried      | 5/1 - 5/15  | Wednesday, May 2, 2018  | 5/15/2018 |
| Semi-Monthly Supplemental* | 5/1 - 5/15  | Tuesday, May 15, 2018   | 5/22/2018 |
| Monthly Supplemental*      | 4/1 - 4/30  | Tuesday, May 15, 2018   | 5/22/2018 |
| Monthly Salaried           | 5/1 - 5/31  | Tuesday, May 15, 2018   | 6/1/2018  |
| Task Payments              | 5/1 - 5/31  | Tuesday, May 15, 2018   | 6/1/2018  |
| Stipend Payments           | 5/1 - 5/31  | Tuesday, May 15, 2018   | 6/1/2018  |
| Semi-Monthly Salaried      | 5/16 - 5/31 | Tuesday, May 15, 2018   | 6/1/2018  |
| Hourly (ePAR)              | 4/16 - 4/30 | Wednesday, May 2, 2018  | 5/15/2018 |
| Hourly (ePAR)              | 5/1 - 5/15  | Tuesday, May 15, 2018   | 6/1/2018  |
| Secondary Payroll*         | 5/1 - 5/31  | Tuesday, May 22, 2018   | 6/1/2018  |
| Supplemental*              | 5/1 - 5/31  | Friday, June 1, 2018    | 6/8/2018  |

**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    | 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  |
| Regular Hourly    | 4/16 - 4/30 | Thursday, May 3, 2018    | 5/15/2018 |
| Supplemental*     | 4/16 - 4/30 | Tuesday, May 15, 2018    | 5/22/2018 |
| Regular Hourly    | 5/1 - 5/15  | Friday, May 18, 2018     | 6/1/2018  |
| Secondary Hourly* | 5/1 - 5/15  | Tuesday, May 22, 2018    | 6/1/2018  |
| Supplemental*     | 5/1 - 5/15  | Friday, June 1, 2018     | 6/8/2018  |

**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 | 5/1 - 5/31 | Tuesday, June 12, 2018  |
| Monthly & Semi Monthly | 6/1 - 6/30 | Thursday, July 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.*