

2017 BI WEEKLY PAYROLL SUBMISSION- CHECK DISTRIBUTION SCHEDULE

Hourly (040) Workstudy (041) Students Assistants (042)

EMPLOYEES SHOULD CHANGE TO VIEW BY PERIOD> ENTER HOURS> SUBMIT EACH ENTRY FOR SUPERVISOR APPROVAL- THIS MAY BE DONE DAILY

TIMESHEETS ARE LOCKED 5 DAYS AFTER PERIOD END DATE

	PERIOD BEGIN DATE	PERIOD END DATE	APPROVAL DEADLINE SUPERVISORS	EMPLOYEE PAYDATE
1	12/2/2016	12/15/2016	**12/15/2016**	12/30/2016
2	12/16/2016	12/29/2016	1/3/2017	1/13/2017
3	12/30/2016	1/12/2017	1/17/2017	1/30/2017
4	1/13/2017	1/26/2017	1/31/2017	2/13/2017
5	1/27/2017	2/9/2017	2/14/2017	2/27/2017
6	2/10/2017	2/23/2017	2/28/2017	3/13/2017
7	2/24/2017	3/9/2017	3/14/2017	3/27/2017
8	3/10/2017	3/23/2017	3/28/2017	4/10/2017
9	3/24/2017	4/6/2017	4/11/2017	4/24/2017
10	4/7/2017	4/20/2017	4/25/2017	5/8/2017
11	4/21/2017	5/4/2017	5/9/2017	5/22/2017
12	5/5/2017	5/18/2017	5/23/2017	6/5/2017
13	5/19/2017	6/1/2017	6/6/2017	6/19/2017
14	6/2/2017	6/8/2017	6/12/2017	Friday, June 30, 2017
(Transitional Pay of 1 week)				
15	6/9/2017	6/22/2017	6/27/2017	Friday, July 7, 2017
16	6/23/2017	7/6/2017	7/11/2017	Friday, July 21, 2017
17	7/7/2017	7/20/2017	7/25/2017	Friday, August 4, 2017
18	7/21/2017	8/3/2017	8/8/2017	Friday, August 18, 2017
19	8/4/2017	8/17/2017	8/22/2017	Friday, September 1, 2017
20	8/18/2017	8/31/2017	9/5/2017	Friday, September 15, 2017
21	9/1/2017	9/14/2017	9/19/2017	Friday, September 29, 2017
22	9/15/2017	9/28/2017	10/3/2017	Friday, October 13, 2017
23	9/29/2017	10/12/2017	10/17/2017	Friday, October 27, 2017
24	10/13/2017	10/26/2017	10/31/2017	Friday, November 10, 2017
25	10/27/2017	11/9/2017	11/14/2017	Friday, November 24, 2017
26	11/10/2017	11/23/2017	11/28/2017	Friday, December 8, 2017
26	11/24/2017	12/7/2017	***12/14/2017***	Friday, December 22, 2017

SUPERVISORS ARE NOT ABLE TO APPROVE TIME NOT SUBMITTED> EMPLOYEE MUST SUBMIT HOURS WORKED

WE ARE NOT PERMITTED TO PAY EMPLOYEES WITHOUT SUPERVISOR APPROVAL OF HOURS WORKED

NOTE: PLEASE USE [VIEW BY PERIOD](#) TO SEE ALL DAYS IN PAY PERIOD WHEN ENTERING HOURS WORKED