

2018 Monthly / Biweekly Pay Schedule

Monthly				Biweekly			
Check Date	Sign Off - Enter By			Check Date	Pay Period	Sign Off - Enter Hours By	
	Date	Time				Date	Time
01/31/2018	01/25/2018	7:00AM		01/05/2018	12/17/17-12/30/17	01/02/2018	11:00AM*
02/28/2018	02/21/2018	7:00AM		01/19/2018	12/31/17-01/13/18	01/16/2018	11:00AM*
03/30/2018	03/26/2018	7:00AM		02/02/2018	01/14/18-01/27/18	01/30/2018	7:00AM**
04/30/2018	04/23/2018	7:00AM		02/16/2018	01/28/18-02/10/18	02/13/2018	7:00AM**
05/31/2018	05/23/2018	7:00AM		03/02/2018	02/11/18-02/24/18	02/27/2018	7:00AM**
06/29/2018	06/25/2018	7:00AM		03/16/2018	02/25/18-03/10/18	03/13/2018	7:00AM**
07/31/2018	07/24/2018	7:00AM		03/30/2018	03/11/18-03/24/18	03/27/2018	7:00AM**
08/31/2018	08/27/2018	7:00AM		04/13/2018	03/25/18-04/07/18	04/10/2018	7:00AM**
09/28/2018	09/21/2018	7:00AM		04/27/2018	04/08/18-04/21/18	04/24/2018	7:00AM**
10/31/2018	10/24/2018	7:00AM		05/11/2018	04/22/18-05/05/18	05/08/2018	7:00AM**
11/30/2018	11/26/2018	7:00AM		05/25/2018	05/06/18-05/19/18	05/22/2018	7:00AM**
12/31/2018	12/20/2018	7:00AM		06/08/2018	05/20/18-06/02/18	06/05/2018	7:00AM**
				06/22/2018	06/03/18-06/16/18	06/19/2018	7:00AM**
				07/06/2018	06/17/18-06/30/18	07/02/2018	11:00AM*
				07/20/2018	07/01/18-07/14/18	07/17/2018	7:00AM**
				08/03/2018	07/15/18-07/28/18	07/31/2018	7:00AM**
				08/17/2018	07/29/18-08/11/18	08/14/2018	7:00AM**
				08/31/2018	08/12/18-08/25/18	08/28/2018	7:00AM**
				09/14/2018	08/26/18-09/08/18	09/11/2018	7:00AM**
				09/28/2018	09/09/18-09/22/18	09/25/2018	7:00AM**
				10/12/2018	09/23/18-10/06/18	10/09/2018	7:00AM**
				10/26/2018	10/07/18-10/20/18	10/23/2018	7:00AM**
				11/09/2018	10/21/18-11/03/18	11/06/2018	7:00AM**
				11/21/2018	11/04/18-11/17/18	11/19/2018	10:00AM*
				12/07/2018	11/18/18-12/01/18	12/04/2018	7:00AM**
				12/21/2018	12/02/18-12/15/18	12/18/2018	7:00AM**

WHEN SIGN OFFS ARE AT 7:00AM THE DEADLINE FOR EMAIL ADJUSTMENTS FOR BIWEEKLY PAYROLLS ARE 3:00PM THE DAY BEFORE SIGN OFF

WHEN SIGN OFFS ARE AT 10:00AM OR 11:00AM THE DEADLINE FOR EMAIL ADJUSTMENTS FOR BIWEEKLY PAYROLLS ARE 1 HOUR EARLY THE DAY OF SIGN OFF