



## 2018 Monthly Pay Schedule

Period #	Periods Remaining	Pay period	Timesheets Due Date*	Supervisor Approval Due Date	Work Days	Pay Date
1	12	12/01-12/31/17	1/4/2018	1/5/2018	21	January 2, 2018
2	11	01/01-01/31/18	2/6/2018	2/7/2018	23	February 1, 2018
3	10	02/01-02/28/18	3/6/2018	3/7/2018	20	March 1, 2018
4	9	03/01-03/31/18	4/4/2018	4/5/2018	22	April 2, 2018
5	8	04/01-04/30/18	5/4/2018	5/5/2018	21	May 1, 2018
6	7	05/01-05/31/18	6/6/2018	6/7/2018	23	June 1, 2018
7	6	06/01-06/30/18	7/5/2018	7/6/2018	21	July 2, 2018
8	5	07/01-07/31/18	8/6/2018	8/7/2018	22	August 1, 2018
9	4	08/01-08/31/18	9/5/2018	9/6/2018	23	August 31, 2018
10	3	09/01-09/30/18	10/4/2018	10/5/2018	20	October 1, 2018
11	2	10/01-10/31/18	11/6/2018	11/7/2018	23	November 1, 2018
12	1	11/01-11/30/18	12/5/2018	12/6/2018	22	November 30, 2018
		12/01-12/31/18	1/4/2019	1/7/2018	21	January 2nd, 2019**

\* Submit by 3PM on due date. Timesheets are due in arrears.  
 \*\* This is for 2019 1st pay period, reference only.

Note- Employees on extended leave, LWOP, must submit their timesheets in time for the leave to be taken in the current month -i.e., family leave. Employees with this situation should contact HR for further information.