

**Bi-Weekly Employee (Non-Student) Payroll Schedule
June—December 2018**

All bi-weekly payroll information (salary, deductions, stipends, etc.), must be received in the Payroll Office and the Office of Human Resources before 12 noon on Thursday prior to the opening of the payroll. **Data received after 12 noon will be held for the next payroll.**
(Refer to schedule changes for holiday weeks.)

| Pay ID | Pay Period | WTE Cut Off Time Sheet/Voucher | | WTE Approver Cut Off | | Pay Date | Accounts Receivable Deduction |
|--|-------------------|---|-------------|---------------------------------|----------------|-----------------|--|
| Calendar 2018 | | | | | | | |
| BW 14 | Jun 24-Jul 7 | July 9 | Noon | July 10 | 9:00 am | Jul 13 | Through July 7 |
| BW 15 | Jul 8-21 | July 23 | Noon | July 24 | 9:00 am | Jul 27 | Through July 21 |
| BW 16 | Jul 22-Aug 4 | August 6 | Noon | August 7 | 9:00 am | Aug 10 | Through August 4 |
| BW 17 | Aug 5-18 | August 20 | Noon | August 21 | 9:00 am | Aug 24 | Through August 18 |
| BW 18 | Aug 19-Sep 1 | August 31 | Noon | August 31 | 3:00 pm | Sep 7 | Through September 1 |
| BW 19 | Sep 2-15 | September 17 | Noon | September 18 | 9:00 am | Sep 21 | Through September 15 |
| BW 20 | Sep 16-29 | October 1 | Noon | October 2 | 9:00 am | Oct 5 | Through September 29 |
| BW 21 | Sep 30-13 | October 15 | Noon | October 16 | 9:00 am | Oct 19 | Through October 13 |
| BW 22 | Oct 14-27 | October 29 | Noon | October 30 | 9:00 am | Nov 2 | Through October 27 |
| BW 23 | Oct 28-Nov 10 | November 12 | Noon | November 13 | 9:00 am | Nov 16 | Through November 10 |
| BW 24 | Nov 11-24 | November 26 | Noon | November 27 | 9:00 am | Nov 30 | Through November 24 |
| BW 25 | Nov 25-Dec 8 | December 10 | Noon | December 11 | 9:00 am | Dec 14 | Through December 8 |
| BW 26 | Dec 9-22 | December 17 | TBD | December 18 | TBD | Dec 28 | Through December 22 |
| NOTE: Due to the winter break, a separate memo will be released with the schedule change. | | | | | | | |

**Bi-Weekly Employee (Non-Student) Payroll Schedule
January—June 2019**

| Pay ID | Pay Period | WTE Cut Off Time Sheet/Voucher | | WTE Approver Cut Off | | Pay Date | Accounts Receivable Deduction |
|---------------------------|-------------------|---|------|---------------------------------|---------|-----------------|--|
| Calendar Year 2019 | | | | | | | |
| BW 1 | Dec 23-Jan 5 | January 7 | Noon | January 8 | 9:00 am | Jan 11 | Through January 5 |
| BW 2 | Jan 6-19 | January 21 | Noon | January 22 | 9:00 am | Jan 25 | Through January 19 |
| BW 3 | Jan 20-Feb 2 | February 4 | Noon | February 5 | 9:00 am | Feb 8 | Through February 2 |
| BW 4 | Feb 3-16 | February 18 | Noon | February 19 | 9:00 am | Feb 22 | Through February 16 |
| BW 5 | Feb 17-Mar 2 | March 4 | Noon | March 5 | 9:00 am | Mar 8 | Through March 2 |
| BW 6 | Mar 3-16 | March 18 | Noon | March 19 | 9:00 am | Mar 22 | Through March 16 |
| BW 7 | Mar 17-30 | April 1 | Noon | April 2 | 9:00 am | Apr 5 | Through March 30 |
| BW 8 | Mar 31-Apr 13 | April 15 | Noon | April 16 | 9:00 am | Apr 19 | Through April 13 |
| BW 9 | Apr 14-27 | April 29 | Noon | April 30 | 9:00 am | May 3 | Through April 27 |
| BW 10 | Apr 28-May 11 | May 13 | Noon | May 14 | 9:00 am | May 17 | Through May 11 |
| BW 11 | May 12-25 | May 24 | Noon | May 24 | 3:00 pm | May 31 | Through May 25 |
| BW 12 | May 26-Jun 8 | June 10 | Noon | June 11 | 9:00 am | Jun 14 | Through June 8 |
| BW 13 | Jun 9-22 | June 24 | Noon | June 25 | 9:00 am | Jun 28 | Through June 22 |