



2017 PAY DATES AND TIMESHEET DEADLINE DATES

Month	Timesheets due Payroll Office	Pay Date
January	January 13	January 25
February	February 14	February 24
March	March 14	March 24
April	April 13	April 25
May	May 15	May 25
June	June 13	June 23
June 15-30 th EOY 2016	July 3	July 25
July	July 13	July 25
August	August 15	August 25
September	September 13	September 25
October	October 13	October 25
November	November 9	*November 21
December	December 6	*December 13

*Early pay date due to Holiday.

We cannot guarantee late timesheets will be processed.

All payroll changes, new hires and overload agreements must be received in the Human Resource Office at least 5 days prior to the timesheet due date of each month in order to be set up for the current month's payroll.