

Month	Pay Period	Pay ID	Pay Number	WEB TIME ENTRY SUBMISSION CUTOFF 6:00 PM (CST)***	WEB TIME APPROVAL CUTOFF 1:30 PM	STANDARD WORKING HOURS FOR PAY PERIOD	PAYDAY
December 2016	12/16 - 12/31	SEMI-MONTHLY	1	1/2/2017	1/4/2017	88	1/10/2017
	12/1 - 12/31	MONTHLY	1				1/3/2017
January 2017	01/01 - 01/15	SEMI-MONTHLY	2	1/17/2017	1/19/2017	80	1/25/2017
	01/16 - 01/31	SEMI-MONTHLY	3	2/1/2017	2/3/2017	96	2/10/2017
	01/01 - 01/31	MONTHLY	2				2/1/2017
February 2017	02/01 - 02/15	SEMI-MONTHLY	4	2/16/2017	2/20/2017	88	2/24/2017
	02/16 - 02/29	SEMI-MONTHLY	5	3/1/2017	3/3/2017	72	3/10/2017
	02/01 - 02/29	MONTHLY	3				3/1/2017
March 2017	03/01 - 03/15	SEMI-MONTHLY	6	3/16/2017	3/20/2017	88	3/24/2017
	03/16 - 3/31	SEMI-MONTHLY	7	4/3/2017	4/5/2017	96	4/10/2017
	03/01 - 03/31	MONTHLY	4				4/3/2017
April 2017	04/01 - 04/15	SEMI-MONTHLY	8	4/17/2017	4/19/2017	80	4/25/2017
	04/16 - 04/30	SEMI-MONTHLY	9	5/1/2017	5/3/2017	80	5/10/2017
	04/01 - 04/30	MONTHLY	5				5/1/2017
May 2017	05/01 - 05/15	SEMI-MONTHLY	10	5/16/2017	5/18/2017	88	5/25/2017
	05/16 - 05/31	SEMI-MONTHLY	11	6/1/2017	6/5/2017	96	6/9/2017
	05/01 - 05/31	MONTHLY	6				6/1/2017
June 2017	06/01 - 06/15	SEMI-MONTHLY	12	6/16/2017	6/20/2017	88	6/23/2017
	06/16 - 06/30	SEMI-MONTHLY	13	7/3/2017	7/5/2017	88	7/10/2017
	06/01 - 06/30	MONTHLY	7				7/3/2017
July 2017	07/01 - 07/15	SEMI-MONTHLY	14	7/17/2017	7/19/2017	80	7/25/2017
	07/16 - 07/31	SEMI-MONTHLY	15	8/1/2017	8/3/2017	88	8/10/2017
	07/01 - 07/31	MONTHLY	8				8/1/2017
August 2017	08/01 - 08/15	SEMI-MONTHLY	16	8/16/2017	8/18/2017	88	8/25/2017
	08/16 - 08/31	SEMI-MONTHLY	17	***8/31/2017	***9/1/2017	96	9/8/2017
	08/01 - 08/31	MONTHLY	9				9/1/2017
September 2017	09/01 - 09/15	SEMI-MONTHLY	18	9/18/2017	9/20/2017	88	9/25/2017
	09/16 - 09/30	SEMI-MONTHLY	19	10/2/2017	10/4/2017	80	10/10/2017
	09/01 - 09/30	MONTHLY	10				10/2/2017
October 2017	10/01 - 10/15	SEMI-MONTHLY	20	10/16/2017	10/18/2017	80	10/25/2017
	10/16 - 10/31	SEMI-MONTHLY	21	11/1/2017	11/3/2017	96	11/10/2017
	10/01 - 10/31	MONTHLY	11				11/1/2017
November 2017	11/01 - 11/15	SEMI-MONTHLY	22	11/16/2017	11/17/2017	88	11/22/2017
	11/16 - 11/30	SEMI-MONTHLY	23	12/1/2017	12/4/2017	88	12/8/2017
	11/01 - 11/30	MONTHLY	12				12/1/2017
December 2017	12/01 - 12/15	SEMI-MONTHLY	24	12/18/2017*	12/19/2017*	88	12/22/2017*
	12/16 - 12/31	SEMI-MONTHLY	1	1/2/2018	1/4/2018	80	1/10/2018
	12/01 - 12/31	MONTHLY	1				1/2/2018

yellow rows denote Semi-Monthly payroll (Non-Exempt Employees)

blue rows denote Monthly payroll (Exempt Employees)

\*SM 24 cut off and pay date subject to change depending on Holiday Schedule

**\*\*\*PLEASE NOTE COMPRESSED TIME FRAMES FOR SM 17 PAY PERIOD FOR TIME SHEETS (11:59 PM ON 8/31/17) AND APPROVALS (12:00 PM ON 9/1/17)\*\*\***