

CAHNRS Business Center Temporary Employee Payroll Schedule

	January 2018		February 2018		March 2018		April 2018		May 2018	
Pay Period	1st Half 1st -15th	2nd Half 16th -28th	1st Half 1st -15th	2nd Half 16th -28th	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 28th
Business Center begins input of hours	1/16	1/31	2/15	2/28	3/15	3/30	4/16	5/1	5/16	5/31
Time Reports Due	1/15	1/31	2/15	2/28	3/15	3/31	4/15	4/30	5/15	5/31
Time Reports submitted after this date/time will be processed with the next open pay cycle	01/16 12:00 p.m. (NOON)	02/01 12:00 p.m. (NOON)	02/16 12:00 p.m. (NOON)	03/01 12:00 p.m. (NOON)	03/15 5:00 p.m.	04/01 12:00 p.m. (NOON)	04/16 12:00 p.m. (NOON)	05/01 12:00 p.m. (NOON)	05/16 12:00 p.m. (NOON)	06/01 12:00 p.m. (NOON)
Pay Day	2/25	2/9	2/26	3/9	3/26	4/10	4/25	5/10	5/25	6/11

	June 2018		July 2018		August 2018		June 2018		July 2018	
Pay Period	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 30th	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 30th	1st Half 1st -15th	2nd Half 16th - 31st
Business Center begins input of hours	6/14	6/29	7/16	8/1	8/15					
Time Reports Due	6/15	6/30	7/15	7/31	8/15	5/31	6/15	6/30	7/15	7/31
Time Reports submitted after this date/time will be processed with the next open pay cycle	06/15 5:00 p.m.	07/01 12:00 p.m. (NOON)	07/16 12:00 p.m. (NOON)	08/01 12:00 p.m. (NOON)	08/16 12:00 p.m. (NOON)					
Pay Day	6/25	7/10	7/25	8/10	5/25	6/11	6/25	7/10	7/25	8/10

	August 2018		September 2018		October 2018		November 2018		December 2018	
Pay Period	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 30th	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 31st	1st Half 1st -15th	2nd Half 16th - 28th
Business Center begins input of hours										
Time Reports Due	8/15	8/31	9/15	9/30	10/15	10/31	11/15	11/30	12/15	12/31
Time Reports submitted after this date/time will be processed with the next open pay cycle										
Pay Day	8/24	9/10	9/25	10/10	10/25	11/9	11/26	12/10	12/21	1/10