

## 2018 PAYROLL SCHEDULE

### Nonacademic, Students, Hourlies & Grad Hourlies

| Paycheck ID | Pay No.   | Work Time Paid (Pay Period) | Paycheck Process Date (Calc Date) | Pay Date   | Insurance Coverage Dates |                         |
|-------------|-----------|-----------------------------|-----------------------------------|------------|--------------------------|-------------------------|
| JAN         | Bi-Weekly | 1                           | 12/17/2017 - 12/30/2017           | 01/03/2018 | 01/10/2018               | 01/01/2018 - 01/15/2018 |
|             | Bi-Weekly | 2                           | 12/31/2017 - 01/13/2018           | 01/17/2018 | 01/24/2018               | 01/16/2018 - 01/31/2018 |
| FEB         | Bi-Weekly | 3                           | 01/14/2018 - 01/27/2018           | 01/30/2018 | 02/07/2018               | 02/01/2018 - 02/15/2018 |
|             | Bi-Weekly | 4                           | 01/28/2018 - 02/10/2018           | 02/13/2018 | 02/21/2018               | 02/16/2018 - 02/29/2018 |
| MAR         | Bi-Weekly | 5                           | 02/11/2018 - 02/24/2018           | 02/27/2018 | 03/07/2018               | 03/01/2018 - 03/15/2018 |
|             | Bi-Weekly | 6                           | 02/25/2018 - 03/10/2018           | 03/13/2018 | 03/21/2018               | 03/16/2018 - 03/31/2018 |
| APR         | Bi-Weekly | 7                           | 03/11/2018 - 03/24/2018           | 03/27/2018 | 04/04/2018               | 04/01/2018 - 04/15/2018 |
|             | Bi-Weekly | 8                           | 03/25/2018 - 04/07/2018           | 04/10/2018 | 04/18/2018               | 04/16/2018 - 04/30/2018 |
| MAY         | Bi-Weekly | 9                           | 04/08/2018 - 04/21/2018           | 04/24/2018 | 05/02/2018               | 05/01/2018 - 05/15/2018 |
|             | Bi-Weekly | 10                          | 04/22/2018 - 05/05/2018           | 05/08/2018 | 05/16/2018               | 05/16/2018 - 05/31/2018 |
|             | Bi-Weekly | ***11                       | 05/06/2018 - 05/19/2018           | 05/22/2018 | 05/30/2018               | ***No deductions taken  |
| JUN         | Bi-Weekly | 12                          | 05/20/2018 - 06/02/2018           | 06/05/2018 | 06/13/2018               | 06/01/2018 - 06/15/2018 |
|             | Bi-Weekly | 13                          | 06/03/2018 - 06/16/2018           | 06/19/2018 | 06/27/2018               | 06/16/2018 - 06/30/2018 |
| JUL         | Bi-Weekly | 14                          | 06/17/2018 - 06/30/2018           | 07/02/2018 | 07/11/2018               | 07/01/2018 - 07/15/2018 |
|             | Bi-Weekly | 15                          | 07/01/2018 - 07/14/2018           | 07/07/2018 | 07/25/2018               | 07/16/2018 - 07/31/2018 |
| AUG         | Bi-Weekly | 16                          | 07/15/2018 - 07/28/2018           | 07/31/2018 | 08/08/2018               | 08/01/2018 - 08/15/2018 |
|             | Bi-Weekly | 17                          | 07/29/2018 - 08/11/2018           | 08/14/2018 | 08/22/2018               | 08/16/2018 - 08/31/2018 |
| SEP         | Bi-Weekly | 18                          | 08/12/2018 - 08/25/2018           | 08/28/2018 | 09/05/2018               | 09/01/2018 - 09/15/2018 |
|             | Bi-Weekly | 19                          | 08/26/2018 - 09/08/2018           | 09/11/2018 | 09/19/2018               | 09/16/2018 - 09/30/2018 |
| OCT         | Bi-Weekly | 20                          | 09/09/2018 - 09/22/2018           | 09/25/2018 | 10/03/2018               | 10/01/2018 - 10/15/2018 |
|             | Bi-Weekly | 21                          | 09/23/2018 - 10/06/2018           | 10/09/2018 | 10/17/2018               | 10/16/2018 - 10/31/2018 |
|             | Bi-Weekly | ***22                       | 10/07/2018 - 10/20/2018           | 10/23/2019 | 10/31/2018               | ***No deductions taken  |
| NOV         | Bi-Weekly | 23                          | 10/21/2018 - 11/03/2018           | 11/06/2018 | 11/14/2018               | 11/01/2018 - 11/15/2018 |
|             | Bi-Weekly | 24                          | 11/04/2018 - 11/17/2018           | 11/19/2019 | 11/28/2018               | 11/16/2018 - 11/30/2018 |
| DEC         | Bi-Weekly | 25                          | 11/18/2018 - 12/01/2018           | 12/04/2018 | 12/12/2018               | 12/01/2018 - 12/15/2018 |
|             | Bi-Weekly | 26                          | 12/02/2018 - 12/15/2018           | 12/18/2018 | 12/26/2018               | 12/16/2018 - 12/31/2018 |

(\*\*\*) When there are 3 pay dates in the same month, voluntary deductions will not be taken on the 3rd pay date

- 1) An employee must be actively employed, or benefits eligible on the **first day** of an insurance coverage period to owe premiums for that period.
- 2) Owed back premiums will be taken from the next available paycheck after University Payroll and Benefits is notified of the discrepancy.  
Employees will be notified of this action by email and campus mail.