

2018 Time Sheets Due Date Schedule

Listed below are the pay periods, time sheet due dates, and designated pay dates for 2018.

PLEASE NOTE: COMPLETION AND APPROVAL OF TIME SHEETS ARE DUE BY NOON ON THE DESIGNATED DUE DATE.

TIME SHEETS COMPLETED AND/OR APPROVED AFTER THE DUE DATE MAY NOT BE PROCESSED UNTIL THE NEXT PAYROLL. WHEN THE DUE DATE IS ON OR PRIOR TO THE END DATE OF THE PAY PERIOD, HOURS SHOULD BE ESTIMATED FOR THE CURRENT PAY PERIOD AND CAN BE ADJUSTED AS NECESSARY WITH THE FOLLOWING PAY PERIOD.

<u>Payroll #</u>	<u>Pay Period</u>	<u>Time sheets Due</u>		<u>Pay Date</u>
		<u>Completed by</u>	<u>Approved by</u>	
18A	12/16/17 - 12/31/17	12/21/17	01/02/18	01/08/18
18B	01/01/18 - 01/15/18	01/12/18	01/16/18	01/22/18
18C	01/16/18 - 01/31/18	01/31/18	02/01/18	02/07/18
18D	02/01/18 - 02/15/18	02/14/18	02/15/18	02/22/18
18E	02/16/18 - 02/28/18	02/28/18	03/01/18	03/07/18
18F	03/01/18 - 03/15/18	03/15/18	03/16/18	03/22/18
18G	03/16/18 - 03/31/18	03/29/18	04/02/18	04/06/18
18H	04/01/18 - 04/15/18	04/16/18	04/17/18	04/23/18
18I	04/16/18 - 04/30/18	04/30/18	05/01/18	05/07/18
18J	05/01/18 - 05/15/18	05/15/18	05/16/18	05/22/18
18K	05/16/18 - 05/31/18	05/31/18	06/01/18	06/07/18
18L	06/01/18 - 06/15/18	06/15/18	06/18/18	06/22/18
18M	06/16/18 - 06/30/18	06/28/18	06/29/18	07/06/18
18N	07/01/18 - 07/15/18	07/16/18	07/17/18	07/23/18
18O	07/16/18 - 07/31/18	07/31/18	08/01/18	08/07/18
18P	08/01/18 - 08/15/18	08/15/18	08/16/18	08/22/18
18Q	08/16/18 - 08/31/18	08/30/18	08/31/18	09/07/18
18R	09/01/18 - 09/15/18	09/14/18	09/17/18	09/21/18
18S	09/16/18 - 09/30/18	10/01/18	10/02/18	10/08/18
18T	10/01/18 - 10/15/18	10/15/18	10/16/18	10/22/18
18U	10/16/18 - 10/31/18	10/31/18	11/01/18	11/07/18
18V	11/01/18 - 11/15/18	11/14/18	11/15/18	11/21/18
18W	11/16/18 - 11/30/18	11/30/18	12/03/18	12/07/18
18X	12/01/18 - 12/15/18	12/14/18	12/17/18	12/21/18

SCU paydays are currently the 7th (for work from the 16th to the end of the previous month) and the 22nd (for work from the 1st to the 16th of the current month). When the pay date falls on Saturday, the checks will be issued on the preceding Friday and when the pay date falls on Sunday the check will be issued on the following Monday.

Payroll Advices are available on eCampus.

Faculty and Staff Payroll Checks can be picked up by payee at the Department of Human Resources. Employees are required to present identification. All checks not picked up will be mailed to the address of record on the fourth business day after the pay date.

All Student employee paychecks are mailed.