

Human Resources
Payroll Schedule 2018
Casual or Contract

| | Month | <i>Pay Period 1 (1-15); Pay Period 2 (16 to end of month) - Timesheets and *Invoices due in Human Resources</i> | Deposit Date/ Pay Day |
|-------------|--------------|---|----------------------------------|
| 2017 | December | PP1 - December 16 | December 28 |
| 2018 | December | PP2 - January 2 | January 15 |
| 2018 | January | PP1 - January 16 | January 30 |
| | January | PP2 - February 1 | February 15 |
| | February | PP1 - February 16 | February 27 |
| | February | PP2 - March 1 | March 15 |
| | March | PP1 - March 16 | March 28 |
| | March | PP2 - April 3 | April 13 |
| | April | PP1 - April 16 | April 27 |
| | April | PP2 - May 1 | May 15 |
| | May | PP1 - May 16 | May 30 |
| | May | PP2 - June 1 | June 15 |
| | June | PP1 - June 16 | June 28 |
| | June | PP2 - July 3 | July 13 |
| | July | PP1 - July 16 | July 30 |
| | July | PP2 - August 1 | August 15 |
| | August | PP1- August 16 | August 30 |
| | August | PP2 - September 4 | September 14 |
| | September | PP1- September 16 | September 27 |
| | September | PP2 - October 1 | October 15 |
| | October | PP1 - October 16 | October 30 |
| | October | PP2 - November 1 | November 15 |
| | November | PP1 - November 16 | November 29 |
| | November | PP2 - December 3 | December 14 |
| | December | PP1 - December 16 | December 28 |
| | December | PP2 - TBA | |

*Invoices -for instructional services only.

* Please note **Pay Period One** runs from the **1st to the 15th of each month**
Pay Period Two runs from the **16th to the last day of each month.**