

Hourly Payroll Deadline Schedule - Summer 2017

RESEARCH AND SPONSORED PROGRAMS

Pay Period	Time sheets Due	Pay Date	Holidays	RSPO Closed
May 13 - May 26 May 27 - June 9	Thurs, June 1 Thurs, June 15	June 9 June 23	Memorial Day	May 29th
June 10 - June 23 June 24 - July 7	Thurs, June 29 Thurs, July 13	July 7 July 21	Independence's Day	July 4th
July 8 - July 21 July 22 - Aug 4	Thurs, July 27 Thurs, Aug 10	Aug 4 Aug 18		
Aug 5 - Aug 18 Aug 19 - Sep 1	Thurs, Aug 24 Thurs, Sept 7	Sep 1 Sep 15	Labor Day	Sept 4th
Sep 2 - Sep 15 Sep 16 - Sep 29	Thurs, Sept 21 *Wed, Oct 4th	Sep 29 Oct 13	Columbus Day	October 9th

Time sheets not received by 2:00 pm on the due date listed above will not be processed until the next payroll.

Checks will be available after 9:00 a.m. on the PAY DATE listed above.

Any checks not picked up by 2:00 p.m. on the PAY DATE will be mailed UNLESS other arrangements have been made through our office.

Contact ext. 2131 or 2132 or email moultoml@potdam.edu.

Please note there are several dates that will require early submission of time sheets

Any questions, please contact Michelle Moulton at 315.267.2132 or email: moultoml@potdam.edu

THIS SCHEDULE IS SUBJECT TO CHANGE

REV 4/28/17