

**SCHEDULE OF PAY PERIODS AND PAY DATES
FISCAL YEAR 2018**

BW

SCHEDULE	PAY PERIOD	PAYDAY	WEB TIMESHEETS			WEB TIME DEADLINE - NOON	
			AVAILABLE	2PM			
28	06/17/17 - 06/30/17	07/07/17	06/22/17	W	06/29/17	TH	A
30	07/01/17 - 07/14/17	07/21/17	07/06/17	W	07/14/17	F	
32	07/15/17 - 07/28/17	08/04/17	07/20/17	W	07/28/17	F	
34	07/29/17 - 08/11/17	08/18/17	08/03/17	W	08/11/17	F	
36	08/12/17 - 08/25/17	09/01/17	08/17/17	W	08/25/17	F	
38	08/26/17 - 09/08/17	09/15/17	08/31/17	W	09/08/17	F	
40	09/09/17 - 09/22/17	09/29/17	09/14/17	W	09/22/17	F	
42	09/23/17 - 10/06/17	10/13/17	09/28/17	W	10/06/17	F	
44	10/07/17 - 10/20/17	10/27/17	10/12/17	W	10/20/17	F	
46	10/21/17 - 11/03/17	11/10/17	10/26/17	W	11/03/17	F	
48	11/04/17 - 11/17/17	11/24/17	11/09/17	W	11/15/17	W	B
50	11/18/17 - 12/01/17	12/08/17	11/23/17	W	12/01/17	F	
52	12/02/17 - 12/15/17	12/22/17	12/07/17	W	12/15/17	F	
02	12/16/17 - 12/29/17	01/05/18	12/21/17	W	12/19/17	F	C
04	12/30/17 - 01/12/18	01/19/18	01/04/18	W	01/11/18	TH	D
06	01/13/18 - 01/26/18	02/02/18	01/18/18	W	01/26/18	F	
08	01/27/18 - 02/09/18	02/16/18	02/01/18	W	02/09/18	F	
10	02/10/18 - 02/23/18	03/02/18	02/15/18	W	02/23/18	F	
12	02/24/18 - 03/09/18	03/16/18	03/01/18	W	03/06/18	F	
14	03/10/18 - 03/23/18	03/30/18	03/15/18	W	03/23/18	F	
16	03/24/18 - 04/06/18	04/13/18	03/29/18	W	04/06/18	F	
18	04/07/18 - 04/20/18	04/27/18	04/12/18	W	04/20/18	F	
20	04/21/18 - 05/04/18	05/11/18	04/26/18	W	05/04/18	F	
22	05/05/18 - 05/18/18	05/25/18	05/10/18	W	05/18/18	F	
24	05/19/18 - 06/01/18	06/08/18	05/24/18	W	06/01/18	F	
26	06/02/18 - 06/15/18	06/22/18	06/07/18	W	06/15/18	F	
28	06/16/18 - 06/29/18	07/06/18	06/21/18	W	06/29/18	F	

*Ten Month Faculty and Staff Reporting Date, August 21, 2017

**Academic Year ends May 18, 2018

There will be twenty pay dates during the 2017-2018 Academic Year. State Retirement, College insurance plan and TSA deductions will be taken from Faculty checks during the Academic Year.
Staff Leave cut-off for annual and personal leave is 12/15/17.

- All time must be reported to payroll by noon on Friday before check date. This includes on-line and paper time reporting.

NOTE: March 12-16, 2018 Spring Break for Students and Faculty Only

March 15-16, 2018 is Spring Break for Staff with College Closed

A	Early time deadline due to Independence Day Holiday	July 4, 2017, Tuesday
B	Early time deadline and check date due to Thanksgiving Holiday	November 23-24, 2017
C	Early time deadline due to Winter Break	December 23, 2017-January 1, 2018
D	Early time deadline due to Martin Luther King, Jr. Day	January 15, 2018

- Faculty pay dates are determined by HR. Please refer to the HR memo regarding pay dates.

Advices are available at MyMC, click on employees, employee services, pay information then paystub.

- ALL EMPLOYEES ARE ENCOURAGED TO ENROLL IN DIRECT DEPOSIT.