

### FY'18 Non-Exempt Personnel Action Deadline and Payroll Calendar

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order for Personnel Actions to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt PAR Deadline	Beginning of Pay Period	End of Pay Period	Non-Exempt Lockout	TimeNet Close Out	Non-Exempt Pay Day	Benefit Deduction	Holidays During Pay Period
<b>July 2017 through December 2018</b>							
06/27/17	06/18/17	07/01/17	7/3/2017*	07/03/17	07/07/17	1st	
07/11/17	07/02/17	07/15/17	07/18/17	07/17/17	07/21/17	2nd	Independence Day - 07/04/17
07/25/17	07/16/17	07/29/17	08/01/17	07/31/17	08/04/17	1st	
08/08/17	07/30/17	08/12/17	08/15/17	08/14/17	08/18/17	2nd	
08/22/17	08/13/17	08/26/17	08/29/17	08/28/17	09/01/17	1st	
09/05/17	08/27/17	09/09/17	09/12/17	09/11/17	09/15/17	2nd	Labor Day - 09/04/17
09/19/17	09/10/17	09/23/17	09/26/17	09/25/17	09/29/17	n/a	
10/03/17	09/24/17	10/07/17	10/10/17	10/09/17	10/13/17	1st	
10/17/17	10/08/17	10/21/17	10/24/17	10/23/17	10/27/17	2nd	
10/31/17	10/22/17	11/04/17	11/07/17	11/06/17	11/10/17	1st	
11/14/17	11/05/17	11/18/17	11/19/17	11/19/17*	11/22/17	2nd	
11/28/17	11/19/17	12/02/17	12/05/17	12/04/17	12/08/17	1st	Thanksgiving Holiday - 11/23/17 & 11/24/17
12/12/17	12/03/17	12/16/17	12/19/17	12/18/17	12/22/17	2nd	
<b>January 2018 through June 2018</b>							
12/26/17	12/17/17	12/30/17	01/02/18	01/02/18*	01/05/18	1st	Christmas Holiday - 12/25/17 & 12/26/17 New Years Day Holiday - 01/01/18
01/09/18	12/31/17	01/13/18	01/16/18	01/16/18*	01/19/18	2nd	
01/23/18	01/14/18	01/27/18	01/30/18	01/29/18	02/02/18	1st	Martin Luther King, Jr. Day - 01/15/18
02/06/18	01/28/18	02/10/18	02/13/18	02/12/18	02/16/18	2nd	
02/20/18	02/11/18	02/24/18	02/27/18	02/26/18	03/02/18	1st	
03/06/18	02/25/18	03/10/18	03/13/18	03/12/18	03/16/18	2nd	
03/20/18	03/11/18	03/24/18	03/27/18	03/26/18	03/30/18	n/a	
04/03/18	03/25/18	04/07/18	04/10/18	04/09/18	04/13/18	1st	
04/17/18	04/08/18	04/21/18	04/24/18	04/23/18	04/27/18	2nd	
05/01/18	04/22/18	05/05/18	05/08/18	05/07/18	05/11/18	1st	
05/15/18	05/06/18	05/19/18	05/22/18	05/21/18	05/25/18	2nd	
05/29/18	05/20/18	06/02/18	06/05/18	06/04/18	06/08/18	1st	Memorial Day - 05/28/18
06/12/18	06/03/18	06/16/18	06/19/18	06/18/18	06/22/18	2nd	
<b>July 2017 (FY'18)</b>							
06/26/18	06/17/18	06/30/18	07/03/18	07/02/18*	07/06/18	1st	
07/10/18	07/01/18	07/14/18	07/18/18	07/16/18	07/13/18	2nd	Independence Day - 07/04/18

\* TimeNet Close Out for biweekly employees must be completed by noon on these dates.