

2018 Time Sheet Deadlines

Payroll Period Dates	Time Sheet Deadline to Submit to Approver	Approver Deadline	PayDate
12/17/2017 thru 12/30/2017	01/03/2018 by 12:00 p.m.	01/04/2018 by 5:00 p.m.	1/12/2018
12/31/2017 thru 01/13/2018	01/16/2018 by 12:00 p.m.	01/18/2018 by 5:00 p.m.	1/31/2018
01/14/2018 thru 01/27/2018	01/30/2018 by 12:00 p.m.	02/01/2018 by 5:00 p.m.	2/15/2018
01/28/2018 thru 02/10/2018	02/13/2018 by 12:00 p.m.	02/15/2018 by 5:00 p.m.	2/28/2018
02/11/2018 thru 02/24/2018	02/27/2018 by 12:00 p.m.	03/01/2018 by 5:00 p.m.	3/15/2018
02/25/2018 thru 03/17/2018	03/20/2018 by 12:00 p.m.	03/22/2018 by 5:00 p.m.	3/30/2018
03/18/2018 thru 03/31/2018	04/03/2018 by 12:00 p.m.	04/05/2018 by 5:00 p.m.	4/13/2018
04/01/2018 thru 04/14/2018	04/17/2018 by 12:00 p.m.	04/19/2018 by 5:00 p.m.	4/30/2018
04/15/2018 thru 04/28/2018	05/01/2018 by 12:00 p.m.	05/03/2018 by 5:00 p.m.	5/15/2018
04/29/2018 thru 05/12/2018	05/15/2018 by 12:00 p.m.	05/17/2018 by 5:00 p.m.	5/31/2018
05/13/2018 thru 05/26/2018	05/29/2018 by 12:00 p.m.	05/31/2018 by 5:00 p.m.	6/15/2018
05/27/2018 thru 06/09/2018	06/12/2018 by 12:00 p.m.	06/14/2018 by 5:00 p.m.	6/29/2018
06/10/2018 thru 06/30/2018	07/03/2018 by 12:00 p.m.	07/05/2018 by 5:00 p.m.	7/13/2018
07/01/2018 thru 07/14/2018	07/17/2018 by 12:00 p.m.	07/19/2018 by 5:00 p.m.	7/31/2018
07/15/2018 thru 07/28/2018	07/31/2018 by 12:00 p.m.	08/02/2018 by 5:00 p.m.	8/15/2018
07/29/2018 thru 08/18/2018	08/21/2018 by 12:00 p.m.	08/23/2018 by 5:00 p.m.	8/31/2018
08/19/2018 thru 09/01/2018	09/04/2018 by 12:00 p.m.	09/06/2018 by 5:00 p.m.	9/14/2018
09/02/2018 thru 09/15/2018	09/18/2018 by 12:00 p.m.	09/20/2018 by 5:00 p.m.	9/28/2018
09/16/2018 thru 09/29/2018	10/02/2018 by 12:00 p.m.	10/04/2018 by 5:00 p.m.	10/15/2018
09/30/2018 thru 10/13/2018	10/16/2018 by 12:00 p.m.	10/18/2018 by 5:00 p.m.	10/31/2018
10/14/2018 thru 10/27/2018	10/30/2018 by 12:00 p.m.	11/01/2018 by 5:00 p.m.	11/15/2018
10/28/2018 thru 11/10/2018	11/13/2018 by 12:00 p.m.	11/15/2018 by 5:00 p.m.	11/30/2018
11/11/2018 thru 11/24/2018	11/27/2018 by 12:00 p.m.	11/29/2018 by 5:00 p.m.	12/14/2018
11/25/2018 thru 12/08/2018	12/11/2018 by 12:00 p.m.	12/13/2018 by 5:00 p.m.	12/31/2018