

TO: CONCORDIA EMPLOYEES

FROM: HUMAN RESOURCES DEPARTMENT

## 2018 ONLINE PAY SCHEDULE

The following is a list of dates on which ONLINE TIME SHEETS are due. Please note all online time sheets are due at Noon for Employees and Approvers.

If they are not turned into the payroll office on the designated date – READY FOR PAYMENT – payment on that payday is not assured.

<u>Hours Per</u>	<u>DAYS COVERED</u>	<u>PAY DATE</u>	<u>EMPLOYEE DUE</u>	<u>APPROVER DUE</u>
88	12-01 thru 12-15	12-29-17	12-19-17	12-21-17
80	12-16 thru 12-31	01-12-18	01-03-18	01-05-18
88	01-01 thru 01-15	01-31-18	01-18-18	01-22-18
96	01-16 thru 01-31	02-15-18	02-05-18	02-07-18
88	02-01 thru 02-15	02-28-18	02-20-18	02-22-18
72	02-16 thru 02-28	03-15-18	03-05-18	03-07-18
88	03-01 thru 03-15	03-29-18	03-20-18	03-22-18
88	03-16 thru 03-31	04-13-18	04-04-18	04-06-18
80	04-01 thru 04-15	04-30-18	04-18-18	04-20-18
88	04-16 thru 04-30	05-15-18	05-03-18	05-07-18
88	05-01 thru 05-15	05-31-18	05-18-18	05-22-18
96	05-16 thru 05-31	06-15-18	06-05-18	06-07-18
88	06-01 thru 06-15	06-29-18	06-20-18	06-22-18
80	06-16 thru 06-30	07-13-18	07-03-18	07-06-18
80	07-01 thru 07-15	07-31-18	07-18-18	07-20-18
96	07-16 thru 07-31	08-15-18	08-03-18	08-07-18
88	08-01 thru 08-15	08-31-18	08-20-18	08-22-18
96	08-16 thru 08-31	09-14-18	09-05-18	09-07-18
80	09-01 thru 09-15	09-28-18	09-19-18	09-21-18
80	09-16 thru 09-30	10-15-18	10-03-18	10-05-18
88	10-01 thru 10-15	10-31-18	10-18-18	10-22-18
96	10-16 thru 10-31	11-15-18	11-05-18	11-07-18
88	11-01 thru 11-15	11-30-18	11-19-18	11-21-18
88	11-16 thru 11-30	12-14-18	12-05-18	12-07-18
80	12-01 thru 12-15	12-28-18	12-18-18	12-20-18