



2017

PAYROLL AND FINANCE CALENDAR

- Finance Month End
- Payroll Cutoff for all Monthly Payroll Authorization Forms
- Approval of Second Hourly Time Sheets (7th - 21st)
- Approval of Monthly Exception Reports and Hourly Time Sheets (22nd - 6th)
- Statutory Holiday
- Statutory Holiday (Non-classified positions)
- Pay Day - Monthly and Hourly (last working day)
- Pay Day - Hourly (mid month)

Summer Session: SSI May 31 & June 30 SSII July 31 SSII/III July 31, Aug. 31 SSIII Aug. 31

JANUARY 2017							FEBRUARY 2017							MARCH 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
☆1	2	3	4	▽5	6	7				1	2	▽3	4				1	2	▽3	4
8	◇9	10	11	12	13	14	5	6	◇7	◇8	9	10	11	5	6	◇7	◇8	9	10	11
15	○16	17	18	19	20	21	12	13	14	○15	16	17	18	12	13	14	○15	16	17	18
22	◇23	24	25	26	27	28	19	☆20	21	◇22	23	24	25	19	20	21	◇22	23	24	25
29	30	○31					26	27	○28					26	27	28	29	30	○31	
APRIL 2017							MAY 2017							JUNE 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1		1	2	▽3	4	5	6					1	2	3
2	▽3	4	5	6	◇7	8	7	◇8	9	10	11	12	13	4	▽5	6	◇7	◇8	9	10
9	10	11	12	○13	☆14	15	14	○15	16	17	18	19	20	11	12	13	14	○15	16	17
16	17	18	19	20	21	22	21	☆22	23	◇24	25	26	27	18	19	20	21	◇22	23	24
23	◇24	25	26	27	○28	29	28	29	30	○31				25	26	27	28	29	○30	
30																				
JULY 2017							AUGUST 2017							SEPTEMBER 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						☆1			1	2	▽3	4	5						1	2
2	3	4	5	▽6	◇7	8	6	3	◇8	9	10	11	12	3	☆4	5	▽6	◇7	◇8	9
9	10	11	12	13	○14	15	13	14	○15	16	17	18	19	10	11	12	13	14	○15	16
16	17	18	19	20	21	22	20	21	◇22	23	24	25	26	17	18	19	20	21	◇22	23
23	◇24	25	26	27	28	29	27	28	29	30	○31			24	25	26	27	28	○29	30
30	○31																			
OCTOBER 2017							NOVEMBER 2017							DECEMBER 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	▽4	5	◇6	7				1	2	▽3	4						1	2
8	☆9	◇10	11	12	13	14	5	6	◇7	◇8	9	10	☆11	3	4	▽5	6	◇7	◇8	9
15	○16	17	18	19	20	21	12	13	14	○15	16	17	18	10	11	12	13	◇14	○15	16
22	◇23	24	25	26	27	28	19	20	21	◇22	23	24	25	17	18	19	20	21	22	23
29	30	○31					26	27	28	29	○30			24	☆25	26	27	28	○29	30
														31						