Sinclair Community College

2018 Payroll Schedule

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| **Pay Dates for Full-time Employees** | |
| January 12, 2018  January 31, 2018  February 15, 2018  February 28, 2018  March 15, 2018  March 30, 2018  April 13, 2018  April 30, 2018  May 15, 2018  May 31, 2018  June 15, 2018  June 29, 2018 | July 13, 2018  July 31, 2018  August 15, 2018  August 31, 2018  September 14, 2018  September 28, 2018  October 15, 2018  October 31, 2018  November 15, 2018  November 30, 2018  December 14, 2018  December 31, 2018 |

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| **Adjunct Faculty – 2018 Spring Semester** | | |
| **Spring Semester Pay Dates** | **Terms Covered** | **Deadline for Paperwork** |
| February 2, 2018 | **First** 1/4 of full Spring Term  starts 1/8/18, ends 5/6/18  **First** 1/2 of A-Term  starts 1/8/18, ends 3/4/18 | SSPAs, Pay Memos, or other miscellaneous pays must be in the payroll office by **January 19, 2018**, for this pay date. Chair response for revisions must be in the payroll office by 5pm, **January 22, 2018** for this pay date**.** |
| March 9, 2018 | **Second** 1/4 of full Spring Term starts 1/8/18, ends 5/6/18  **Second** 1/2 of A-Term starts 1/8/18, ends 3/4/18  **First** 1/3 of 12 week session starts 2/5/18, ends 5/6/18 | SSPAs, Pay Memos, or other miscellaneous pays must be in the payroll office by **February 23, 2018**, for this pay date. Chair response for revisions must be in the payroll office by 5 pm, **February 26, 2018** for this pay date**.** |
| April 6, 2018 | **Third** 1/4 of full Spring Term  starts 1/8/18, ends 5/6/18  **First** 1/2 of B-Term starts 3/12/18, ends 5/6/18  **Second** 1/3 of 12 week session starts 2/5/18, ends 5/6/18 | SSPAs, Pay Memos, or other miscellaneous pays must be in the payroll office by **March 23, 2018** for this pay date. Chair response for revisions must be in the payroll office by 5 pm, **March 26, 2018** for this pay date**.** |
| May 11, 2018 | **Fourth** 1/4 of full Spring Term starts 1/8/18, ends 5/6/18  **Second** 1/2 of B-Term starts 3/12/18, ends 5/6/18  **Third** 1/3 of 12 week session starts 2/5/18, ends 5/6/18 | SSPAs, Pay Memos, or other miscellaneous pays must be in the payroll office by **April 27, 2018**, for this pay date. Chair response for revisions must be in the payroll office by 5 pm, **April 30, 2018** for this pay date**.** |

(SSPA) Special Services Payment Authorization

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| **Students and Part Time Hourly** | | | |
| **Period Ending Date** | **Employee Entry Deadline Date and Time** | **Supervisor’s Approval Deadline Date and Time** | **Pay Date** |
| December 31, 2017 | Jan. 2 midnight | Jan. 3midnight | January 12, 2018 |
| January 15, 2018 | Jan. 16midnight | Jan. 17 midnight | January 31, 2018 |
| January 31, 2018 | Feb. 1midnight | Feb. 2midnight | February 15, 2018 |
| February 15, 2018 | Feb. 16midnight | Feb. 19midnight | February 28, 2018 |
| February 28, 2018 | Mar. 1midnight | Mar. 2 midnight | March 15, 2018 |
| March 15, 2018 | Mar. 16midnight | Mar. 19 midnight | March 30, 2018 |
| March 31, 2018 | Apr. 2midnight | Apr. 3midnight | April 13, 2018 |
| April 15, 2018 | Apr. 16midnight | Apr. 17 midnight | April 30, 2018 |
| April 30, 2018 | May 1midnight | May 2 midnight | May 15, 2018 |
| May 15, 2018 | May 16midnight | May 17 midnight | May 31, 2018 |
| May 31, 2018 | Jun. 1midnight | Jun. 4midnight | June 15, 2018 |
| June 15, 2018 | Jun. 18midnight | Jun. 19 midnight | June 29, 2018 |
| June 30, 2018 | Jul. 2 midnight | Jul. 3midnight | July 13, 2018 |

**\*\*\*ALL DATES ARE SUBJECT TO CHANGE\*\*\***