Sinclair Community College

2018 Payroll Schedule

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| **Pay Dates for Full-time Employees** |
| January 12, 2018January 31, 2018February 15, 2018February 28, 2018March 15, 2018March 30, 2018April 13, 2018April 30, 2018May 15, 2018May 31, 2018June 15, 2018June 29, 2018 | July 13, 2018July 31, 2018August 15, 2018August 31, 2018September 14, 2018September 28, 2018October 15, 2018October 31, 2018November 15, 2018November 30, 2018December 14, 2018December 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 Termstarts 1/8/18, ends 5/6/18**First** 1/2 of A-Termstarts 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 Termstarts 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\*\*\***