



**Janus**  
youth programs

**2018 Payroll Timesheet Schedule**

| <b>Pay Period Ending:</b> | <b>Payroll Changes Due to HR By:*</b> | <b><u>On-Line Timesheets Completed and approved by:**</u></b> | <b>Transmit Date: (timesheets locked)***</b> | <b><u>Pay Date:****</u></b> |
|---------------------------|---------------------------------------|---|--|-----------------------------|
| 1/15/2018                 | 1/10/2018                             | 1/16/2018   | 1/18/2018                                    | 1/22/2018                   |
| 1/31/2018                 | 1/25/2018                             | 2/1/2018  | 2/2/2018                                     | 2/6/2018                    |
| 2/15/2018                 | 2/10/2018                             | 2/16/2018   | 2/20/2018                                    | 2/22/2018                   |
| 2/28/2018                 | 2/22/2018                             | 3/1/2018  | 3/5/2018                                     | 3/7/2018                    |
| 3/15/2018                 | 3/10/2018                             | 3/16/2018   | 3/19/2018                                    | 3/21/2018                   |
| 3/31/2018                 | 3/25/2018                             | 4/1/2018  | 4/4/2018                                     | 4/6/2018                    |
| 4/15/2018                 | 4/10/2018                             | 4/16/2018   | 4/18/2018                                    | 4/20/2018                   |
| 4/30/2018                 | 4/25/2018                             | 5/1/2018  | 5/3/2018                                     | 5/7/2018                    |
| 5/15/2018                 | 5/10/2018                             | 5/16/2018   | 5/18/2018                                    | 5/22/2018                   |
| 5/31/2018                 | 5/25/2018                             | 6/1/2018  | 6/4/2018                                     | 6/6/2018                    |
| 6/15/2018                 | 6/10/2018                             | 6/16/2018   | 6/19/2018                                    | 6/21/2018                   |
| 6/30/2018                 | 6/25/2018                             | 7/1/2018  | 7/3/2018                                     | 7/6/2018                    |
| 7/15/2018                 | 7/10/2018                             | 7/16/2018   | 7/18/2018                                    | 7/20/2018                   |
| 7/31/2018                 | 7/25/2018                             | 8/1/2018  | 8/3/2018                                     | 8/7/2018                    |
| 8/15/2018                 | 8/10/2018                             | 8/16/2018   | 8/20/2018                                    | 8/22/2018                   |
| 8/31/2018                 | 8/25/2018                             | 9/1/2018  | 9/5/2018                                     | 9/7/2018                    |
| 9/15/2018                 | 9/10/2018                             | 9/16/2018   | 9/19/2018                                    | 9/21/2018                   |
| 9/30/2018                 | 9/25/2018                             | 10/1/2018   | 10/3/2018                                    | 10/5/2018                   |
| 10/15/2018                | 10/10/2018                            | 10/16/2018  | 10/18/2018                                   | 10/22/2018                  |
| 10/31/2018                | 10/25/2018                            | 11/1/2018   | 11/2/2018                                    | 11/6/2018                   |
| 11/15/2018                | 11/10/2018                            | early 11/15/2018  | 11/16/2018                                   | 11/20/2018                  |
| 11/30/2018                | 11/25/2018                            | 12/1/2018   | 12/4/2018                                    | 12/6/2018                   |
| 12/15/2018                | 12/10/2018                            | 12/16/2018  | 12/19/2018                                   | 12/21/2018                  |
| 12/31/2018                | 12/25/2018                            | 1/1/2019  | 1/3/2019                                     | 1/7/2019                    |

\*Changes for the pay period must be received by HR no later then end of business on the date listed above (examples of changes include position, FTE, rate, worksite, supervisor).

\*\*Timesheets must be completed and approved by employee and supervisor by 10:00 a.m. on the date listed above.

\*\*\*Payroll is transmitted by Noon on the date listed above. Timesheets will locked at start of business on that day.

\*\*\*\*Pay checks ready for mailing, direct deposit or pick-up at Admin on the above date during business hours.

**NOTE: Pay period end dates that occur on week-ends or holidays will be adjusted to ensure timely processing of payroll. Pay Dates that occur on week-ends or holidays will be adjusted to the next closest business day.**