

University of North Georgia
FY 2017 Payroll Calendar

MONTH	PAYROLL TYPE	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	PAFs, NEW HIRE PAPERWORK AND OTHER SUPPORTING DOCS ARE DUE TO HUMAN RESOURCES BY NOON	ADP TIMESHEETS Employee Approval DUE BY THE CLOSE OF BUSINESS	PAYROLL PROCESSING (BI-WEEKLY MANAGER APPROVAL BY 9AM)	CHECK DATE
<i>July</i>	1ST BW	06/18/16	07/01/16	06/24/16	07/29/16	07/01/16	07/08/16
	2ND BW	07/02/16	07/15/16	07/11/16	08/12/16	07/18/16	07/22/16
	12 MONTH FAC/STAFF	07/01/16	07/31/16	07/18/16	07/08/16	07/25/16	07/29/16
	ACADEMIC FACULTY	07/07/16	07/31/16	07/18/16	08/08/16	07/25/16	07/29/16
<i>AUGUST</i>	1ST BW	07/16/16	07/29/16	07/25/16	07/29/16	08/01/16	08/05/16
	2ND BW	07/30/16	08/12/16	08/08/16	08/12/16	08/15/16	08/19/16
	12 MONTH FAC/STAFF	08/01/16	08/31/16	08/18/16	08/10/16	08/25/16	08/31/16
	ACADEMIC FACULTY	08/01/16	08/31/16	08/18/16	08/10/16	08/25/16	08/31/16
<i>SEPTEMBER</i>	1ST BW	08/13/16	08/26/16	08/22/16	08/26/16	08/29/16	09/02/16
	2ND BW	08/27/16	09/09/16	09/05/16	09/09/16	09/12/16	09/16/16
	3RD BW	09/10/16	09/23/16	09/19/16	09/23/16	09/26/16	09/30/16
	12 MONTH FAC/STAFF	09/01/16	09/30/16	09/19/16	09/09/16	09/26/16	09/30/16
	ACADEMIC FACULTY	09/01/16	09/30/16	09/19/16	09/09/16	09/26/16	09/30/16
<i>OCTOBER</i>	1ST BW	09/24/16	10/07/16	10/03/16	10/07/16	10/10/16	10/14/16
	2ND BW	10/21/16	10/21/16	10/21/16	10/21/16	10/28/16	10/28/16
	12 MONTH FAC/STAFF	10/01/16	10/31/16	10/18/16	10/10/16	10/25/16	10/31/16
	ACADEMIC FACULTY	10/01/16	10/31/16	10/18/16	10/10/16	10/25/16	10/31/16
<i>NOVEMBER</i>	1st BW	10/22/16	11/04/16	10/28/16	11/03/16	11/04/16	11/10/16
	2ND BW	11/05/16	11/18/16	11/14/16	11/18/16	11/21/16	11/25/16
	12 MONTH FAC/STAFF	11/01/16	11/30/16	11/15/16	11/10/16	11/22/16	11/30/16
	ACADEMIC FACULTY	11/01/16	11/30/16	11/15/16	11/10/16	11/22/16	11/30/16
<i>DECEMBER</i>	1ST BW	11/19/16	12/02/16	11/28/16	12/02/16	12/05/16	12/09/16
	2ND BW	12/03/16	12/16/16	12/12/16	12/16/16	12/19/16	12/23/16
	12 MONTH FAC/STAFF	12/01/16	12/31/16	12/05/16	12/07/16	12/12/2016 (tentative)	12/19/2016 (tentative)
	ACADEMIC FACULTY	12/01/16	12/31/16	12/05/16	12/07/16	12/12/2016 (tentative)	12/19/2016 (tentative)

NOTE: Time not entered by the Date listed above will be processed on the next Payroll Cycle.

Please note paycheck issuance is contingent on a COMPLETED human resource file in accordance with the maintenance deadlines as listed above.

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JANUARY	1ST BW	12/17/16	12/30/16	12/26/16	12/30/16	01/02/17	01/06/17
	2ND BW	12/31/16	01/13/17	01/09/17	01/13/17	01/16/17	01/20/17
	12 MONTH FAC/STAFF	01/01/17	01/31/17	01/13/17	01/10/17	01/20/17	01/31/17
	ACADEMIC FACULTY	01/01/17	01/31/17	01/13/17	01/10/17	01/20/17	01/31/17
FEBRUARY	1ST BW	01/14/17	01/27/17	01/23/17	01/27/17	01/30/17	02/03/17
	2ND BW	01/28/17	02/10/17	02/06/17	02/10/17	02/13/17	02/17/17
	12 MONTH FAC/STAFF	02/01/17	02/28/17	02/13/17	02/10/17	02/20/17	02/28/17
	ACADEMIC FACULTY	02/01/17	02/28/17	02/13/17	02/10/17	02/20/17	02/28/17
MARCH	1ST BW	02/11/17	02/24/17	02/20/17	02/24/17	02/27/17	03/03/17
	2ND BW	02/25/17	03/10/17	03/06/17	03/10/17	03/13/17	03/17/17
	3RD BW	03/11/17	03/24/17	03/20/17	03/24/17	03/27/17	03/31/17
	12 MONTH FAC/STAFF	03/01/17	03/29/17	03/15/17	03/10/17	03/22/17	03/31/17
	ACADEMIC FACULTY	03/01/17	03/29/17	03/15/17	03/10/17	03/22/17	03/31/17
APRIL	1ST BW	03/25/17	04/07/17	04/03/17	04/07/17	04/10/17	04/14/17
	2ND BW	04/22/17	05/05/17	04/17/17	04/21/17	04/24/17	04/28/17
	12 MONTH FAC/STAFF	04/01/17	04/01/17	04/14/17	04/10/17	04/21/17	04/28/17
	ACADEMIC FACULTY	04/01/17	04/30/17	04/14/17	04/10/17	04/21/17	04/28/17
MAY	1ST BW	04/22/17	05/05/17	05/01/17	05/05/17	05/08/17	05/12/17
	2ND BW	05/06/17	05/19/17	05/15/17	05/19/17	05/22/17	05/26/17
	12 MONTH FAC/STAFF	05/01/17	05/31/17	05/15/17	05/10/17	05/22/17	05/31/17
	ACADEMIC FACULTY	05/01/17	05/31/17	05/01/17	05/05/17	05/08/17	5/12/2017 (tentative)
JUNE	1ST BW	05/20/17	06/02/17	05/29/17	06/02/17	06/05/17	06/09/17
	2ND BW	06/03/17	06/16/17	06/12/17	06/16/17	06/19/17	06/23/17
	12 MONTH FAC/STAFF	06/01/17	06/30/17	06/12/17	06/09/17	06/19/17	06/30/17
	SUMMER FACULTY	06/01/17	06/30/17	06/12/17	06/09/17	06/19/17	6/30/2017 (tentative)

[If you need this form in an additional format - please reach out to Michael McLeod - 678.717.2232](#)

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