

2017 BIWEEKLY PAYROLL CALENDAR

* Deviates from the normal deadline

** BW = USA

= USA HealthCare Management LLC

BH Payroll ID** and Number	Period Covered	PA/Paperwork Due In HR or Payroll As Appropriate Before 4:00 PM ****(Tuesday)****	Kronos Timekeeping System Confirmation Before 1:00 PM	Employee Web Time Entry Completed by 10:00 am Supervisor Approval Before 1:00 PM	Amended/(Manual*) Timesheets Due In Payroll Before 10:00 AM	Check Date
BW/BH 01	12/25/2016 - 01/07/2017	01/03/2017	01/09/2017	01/09/2017	1/10/2017	01/13/2017
BW/BH 02	01/08/2017 - 01/21/2017	01/17/2017	01/23/2017	01/23/2017	01/24/2017	01/27/2017
BW/BH 03	01/22/2017 - 02/04/2017	01/31/2017	2/6/2017	2/6/2017	2/7/2017	02/10/2017
BW/BH 04	02/05/2017 - 02/18/2017	02/14/2017	2/20/2017	2/20/2017	2/21/2017	02/24/2017
BW/BH 05	02/19/2017 - 03/04/2017	2/27/2017	03/06/2017	03/06/2017	03/07/2017	03/10/2017
BW/BH 06	03/05/2017 - 03/18/2017	03/14/2017	03/20/2017	03/20/2017	03/21/2017	03/24/2017
BW/BH 07	03/19/2017 - 04/01/2017	03/28/2017	04/03/2017	04/03/2017	04/04/2017	04/07/2017
BW/BH 08	04/02/2017 - 04/15/2017	04/11/2017	04/17/2017	04/17/2017	04/18/2017	04/21/2017
BW/BH 09	04/16/2017 - 04/29/2017	04/25/2017	05/01/2017	05/01/2017	05/02/2017	05/05/2017
BW/BH 10	04/30/2017 - 05/13/2017	05/09/2017	05/15/2017	05/15/2017	05/16/2017	05/19/2017
BW/BH 11	05/14/2017 - 05/27/2017	05/23/2017	05/29/2017	05/29/2017	5/30/2017	06/02/2017
BW/BH 12	05/28/2017 - 06/10/2017	06/06/2017	06/12/2017	06/12/2017	06/13/2017	06/16/2017
BW/BH 13	06/11/2017 - 06/24/2017	06/20/2017	06/26/2017	06/26/2017	06/27/2017	06/30/2017
BW/BH 14	06/25/2017 - 07/08/2017	07/03/2017*	07/10/2017	07/10/2017	07/11/2017	07/14/2017
BW/BH 15	07/09/2017 - 07/22/2017	07/18/2017	07/24/2017	07/24/2017	07/25/2017	07/28/2017
BW/BH 16	07/23/2017 - 08/05/2017	08/01/2017	08/07/2017	08/07/2017	08/08/2017	08/11/2017
BW/BH 17	08/06/2017 - 08/19/2017	08/15/2017	08/21/2017	08/21/2017	08/22/2017	08/25/2017
BW/BH 18	08/20/2017 - 09/02/2017	08/29/2017	09/04/2017	09/04/2017	09/05/2017	09/08/2017
BW/BH 19	09/03/2017 - 09/16/2017	09/12/2017	09/18/2017	09/18/2017	09/19/2017	09/22/2017
BW/BH 20	09/17/2017 - 09/30/2017	09/26/2017	10/02/2017	10/02/2017	10/03/2017	10/06/2017
BW/BH 21	10/01/2017 - 10/14/2017	10/10/2017	10/16/2017	10/16/2017	10/17/2017	10/20/2017
BW/BH 22	10/15/2017 - 10/28/2017	10/24/2017	10/30/2017	10/30/2017	10/31/2017	11/03/2017
BW/BH 23	10/29/2017 - 11/11/2017	11/07/2017	11/13/2017	11/13/2017	11/14/2017	11/17/2017
BW/BH 24	11/12/2017 - 11/25/2017	11/20/2017*	11/27/2017	11/27/2017	11/28/2017	12/01/2017
BW/BH 25	11/26/2017 - 12/09/2017	12/05/2017	12/11/2017	12/11/2017	12/12/2017	12/15/2017
BW/BH 26	12/10/2017 - 12/23/2017	12/15/2017*	12/25/2017(A)	12/25/2017(A)	12/26/2017*	12/29/2017

Please note new day for Paperwork Deadline

Dates may be subject to change due to unforeseen circumstances

Revised 11/01/2017

* Manual timesheets are exception timesheets. Pre-printed green and yellow timesheets are NOT manual timesheets and are due by 9 am on Monday morning of payroll week unless stated on timesheet.

(A) Note: Normal deadlines apply, however approvers need to have all employees not working the weekend approved by Friday, December 22, 2017 or before you leave for the holidays.