

2017 MONTHLY PAYROLL CALENDAR

* Deviates from the normal deadline

** MO = USA

MH = USA HealthCare Management LLC

Payroll ID** and Number	Period Covered	PA/Paperwork Due In HR or Payroll As Appropriate Before 4:00 PM	Employee Leave Report Payroll Before 5:00 PM (a)	Approvers Leave Report Payroll Before 5:00 PM	Check Date
MO/MH 01	12/01/2016 - 12/31/2016	12/14/2016*	1/10/2017	1/20/2017	01/03/2017
MO/MH 02	01/01/2017 - 01/31/2017	01/20/2017	2/15/2017	2/20/2017	02/01/2017
MO/MH 03	02/01/2017 - 02/28/2017	2/17/2017	3/15/2017	3/20/2017	03/01/2017
MO/MH 04	03/01/2017 - 03/31/2017	03/22/2017	4/15/2017	4/20/2017	04/03/2017
MO/MH 05	04/01/2017 - 04/30/2017	4/15/2017	5/15/2017	5/20/2017	05/01/2017
MO/MH 06	05/01/2017 - 05/31/2017	05/19/2017	6/15/2017	6/20/2017	06/01/2017
MO/MH 07	06/01/2017 - 06/30/2017	06/21/2017	7/15/2017	7/20/2017	07/03/2017
MO/MH 08	07/01/2017 - 07/31/2017	7/19/2017	8/15/2017	8/20/2017	08/01/2017
MO/MH 09	08/01/2017 - 08/31/2017	08/22/2017	9/15/2017	9/20/2017	09/01/2017
MO/MH 10	09/01/2017 - 09/30/2017	9/20/2017	10/15/2017	10/20/2017	10/02/2017
MO/MH 11	10/01/2017 - 10/31/2017	10/20/2017	11/15/2017	11/20/2017	11/01/2017
MO/MH 12	11/01/2017 - 11/30/2017	11/15/2017*	12/15/2017	12/20/2017	12/01/2017

Dates may be subject to change due to unforeseen circumstances

(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.

Revised 02/13/2017