

**2018 BIWEEKLY PAYROLL CALENDAR**

\* Deviates from the normal deadline

University of South Alabama  
USA Healthcare Management, LLC

University of South Alabama Healthcare Authority

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
Bi-Weekly 01	12/24/2017 - 01/06/2018	01/02/2018	01/08/2018	01/08/2018	01/09/2018	01/12/2018
Bi-Weekly 02	01/07/2018 - 01/20/2018	01/16/2018	01/22/2018	01/22/2018	01/23/2018	01/26/2018
Bi-Weekly 03	01/21/2018 - 02/03/2018	01/30/2018	02/05/2018	02/05/2018	02/06/2018	02/09/2018
Bi-Weekly 04	02/04/2018 - 02/17/2018	<b>02/12/2018*</b>	02/19/2018	02/19/2018	02/20/2018	02/23/2018
Bi-Weekly 05	02/18/2018 - 03/03/2018	02/27/2018	03/05/2018	03/05/2018	03/06/2018	03/09/2018
Bi-Weekly 06	03/04/2018 - 03/17/2018	03/13/2018	03/19/2018	03/19/2018	03/20/2018	03/23/2018
Bi-Weekly 07	03/18/2018 - 03/31/2018	03/27/2018	04/02/2018	04/02/2018	04/03/2018	04/06/2018
Bi-Weekly 08	04/01/2018 - 04/14/2018	04/10/2018	04/16/2018	04/16/2018	04/17/2018	04/20/2018
Bi-Weekly 09	04/15/2018 - 04/28/2018	04/24/2018	04/30/2018	04/30/2018	05/01/2018	05/04/2018
Bi-Weekly 10	04/29/2018 - 05/12/2018	05/08/2018	05/14/2018	05/14/2018	05/15/2018	05/18/2018
Bi-Weekly 11	05/13/2018 - 05/26/2018	05/22/2018	<b>05/28/2018(A)</b>	05/28/2018	05/29/2018	06/01/2018
Bi-Weekly 12	05/27/2018 - 06/09/2018	06/05/2018	06/11/2018	06/11/2018	06/12/2018	06/15/2018
Bi-Weekly 13	06/10/2018 - 06/23/2018	06/19/2018	06/25/2018	06/25/2018	06/26/2018	06/29/2018
Bi-Weekly 14	06/24/2018 - 07/07/2018	<b>07/02/2018*</b>	07/09/2018	07/09/2018	07/10/2018	07/13/2018
Bi-Weekly 15	07/08/2018 - 07/21/2018	07/17/2018	07/23/2018	07/23/2018	07/24/2018	07/27/2018
Bi-Weekly 16	07/22/2018 - 08/04/2018	07/31/2018	08/06/2018	08/06/2018	08/07/2018	08/10/2018
Bi-Weekly 17	08/05/2018 - 08/18/2018	08/14/2018	08/20/2018	08/20/2018	08/21/2018	08/24/2018
Bi-Weekly 18	08/19/2018 - 09/01/2018	08/28/2018	<b>09/03/2018(A)</b>	09/03/2018	09/04/2018	09/07/2018
Bi-Weekly 19	09/02/2018 - 09/15/2018	09/11/2018	09/17/2018	09/17/2018	09/18/2018	09/21/2018
Bi-Weekly 20	09/16/2018 - 09/29/2018	09/25/2018	10/01/2018	10/01/2018	10/02/2018	10/05/2018
Bi-Weekly 21	09/30/2018 - 10/13/2018	10/09/2018	10/15/2018	10/15/2018	10/16/2018	10/19/2018
Bi-Weekly 22	10/14/2018 - 10/27/2018	10/23/2018	10/29/2018	10/29/2018	10/30/2018	11/02/2018
Bi-Weekly 23	10/28/2018 - 11/10/2018	11/06/2018	11/12/2018	11/12/2018	11/13/2018	11/16/2018
Bi-Weekly 24	11/11/2018 - 11/24/2018	<b>11/19/2018*</b>	11/26/2018	11/26/2018	11/27/2018	11/30/2018
Bi-Weekly 25	11/25/2018 - 12/08/2018	12/04/2018	12/10/2018	12/10/2018	12/11/2018	12/14/2018
Bi-Weekly 26	12/09/2018 - 12/22/2018	<b>12/14/2018*</b>	<b>12/23/2018(B)</b>	<b>12/23/2018(B)</b>	<b>12/23/2018(B)</b>	12/28/2018

Dates may be subject to change due to unforeseen circumstances

(A) Note: These dates are University holidays, payroll deadlines will still apply. Please ensure that you have all employees web time entry submitted and approved prior to leaving if your department will be observing the University holiday.

(B) Note: Kronos and Web Time Entry must be submitted and approved by Sunday, December 23, 2018 at 10:00 am. All Amended timesheets must be turned in to Payroll by Sunday, December 23, 2018 at 12:00 pm in order to be processed for pay day December 28, 2018. Approvers need to have all employees not working the weekend approved by Friday, December 21, 2018 or before leaving for the holidays.