



**2017 Payroll Processing Schedule  
Bi-Weekly Payroll – Staff and Administrative Non-Exempt-GA**

| <b>PAY PERIOD<br/>BEGINNING DATE</b> | <b>PAY PERIOD<br/>ENDING DATE</b> | <b>CHECK<br/>DATE</b> | <b>E-TIMECARD<br/>APPROVAL DUE</b> | <b>Payroll<br/>Week #</b> |
|--------------------------------------|-----------------------------------|-----------------------|------------------------------------|---------------------------|
| 12/26/16                             | 01/08/17                          | 01/06/17              | 01/09/17                           | 1                         |
| 01/09/17                             | 01/22/17                          | 01/20/17              | 01/23/17                           | 3                         |
| 01/23/17                             | 02/05/17                          | 02/03/17              | 02/06/17                           | 5                         |
| 02/06/17                             | 02/19/17                          | 02/17/17              | 02/20/17                           | 7                         |
| 02/20/17                             | 03/05/17                          | 03/03/17              | 03/06/17                           | 9                         |
| 03/06/17                             | 03/19/17                          | 03/17/17              | 03/20/17                           | 11                        |
| 03/20/17                             | 04/02/17                          | 03/31/17              | 04/03/17                           | 13                        |
| 04/03/17                             | 04/16/17                          | 04/14/17              | 04/17/17                           | 15                        |
| 04/17/17                             | 04/30/17                          | 04/28/17              | 05/01/17                           | 17                        |
| 05/01/17                             | 05/14/17                          | 05/12/17              | 05/15/17                           | 19                        |
| 05/15/17                             | 05/28/17                          | 05/26/17              | 05/29/17                           | 21                        |
| 05/29/17                             | 06/11/17                          | 06/09/17              | 06/12/17                           | 23                        |
| 06/12/17                             | 06/25/17                          | 06/23/17              | 06/26/17                           | 25                        |
| 06/26/17                             | 07/09/17                          | 07/07/17              | 07/10/17                           | 27                        |
| 07/10/17                             | 07/23/17                          | 07/21/17              | 07/24/17                           | 29                        |
| 07/25/17                             | 08/06/17                          | 08/04/17              | 08/07/17                           | 31                        |
| 08/07/17                             | 08/20/17                          | 08/18/17              | 08/21/17                           | 33                        |
| 08/21/17                             | 09/03/17                          | 09/01/17              | 09/04/17                           | 35                        |
| 09/04/17                             | 09/17/17                          | 09/15/17              | 09/18/17                           | 37                        |
| 09/18/17                             | 10/01/17                          | 09/29/17              | 10/02/17                           | 39                        |
| 10/02/17                             | 10/15/17                          | 10/13/17              | 10/16/17                           | 41                        |
| 10/16/17                             | 10/29/17                          | 10/27/17              | 10/30/17                           | 43                        |
| 10/30/17                             | 11/12/17                          | 11/09/17              | 11/13/17                           | 45                        |
| 11/13/17                             | 11/26/17                          | 11/22/17              | 11/27/17                           | 47                        |
| 11/27/17                             | 12/10/17                          | 12/08/17              | 12/11/17                           | 49                        |
| 12/11/17                             | 12/24/17                          | 12/22/17              | 12/22/17                           | 51                        |
| 12/25/17                             | 01/07/18                          | 01/05/18              | 01/08/18                           | 53                        |

All timecard records must be submitted to the Human Resources Department no later than the deadline indicated. Timecard records received after that date may be processed in the following pay period. If you have any questions, please contact payroll at extension 8275. The above schedule is subject to change.