



SUB-BOARD I, INC.
BI-WEEKLY PAYROLL SCHEDULE
2017 - 2018



		Time Sheets	
		Due	
Pay Period		(Wednesday)	
		Pay Date	
07/10/17 - 07/23/17		07/26/17	Friday, August 04, 2017
07/24/17 - 08/06/17		08/09/17	Friday, August 18, 2017
08/07/17 - 08/20/17		08/23/17	Friday, September 01, 2017
08/21/17 - 09/03/17		09/06/17	Friday, September 15, 2017
09/04/17 - 09/17/17		09/20/17	Friday, September 29, 2017
09/18/17 - 10/01/17		10/04/17	Friday, October 13, 2017
10/02/17 - 10/15/17		10/18/17	Friday, October 27, 2017
10/16/17 - 10/29/17		11/01/17	Friday, November 10, 2017
10/30/17 - 11/12/17		11/15/17	① Friday, November 24, 2017
11/13/17 - 11/26/17		11/29/17	Friday, December 08, 2017
11/27/17 - 12/10/17		12/13/17	② Friday, December 22, 2017
12/11/17 - 12/24/17		12/27/17	③ Friday, January 05, 2018
12/25/17 - 01/07/18		01/10/18	③ Friday, January 19, 2018
01/08/18 - 01/21/18		01/24/18	③ Friday, February 02, 2018
01/22/18 - 02/04/18		02/07/18	③ Friday, February 16, 2018
02/05/18 - 02/18/18		02/21/18	Friday, March 02, 2018
02/19/18 - 03/04/18		03/07/18	Friday, March 16, 2018
03/05/18 - 03/18/18		03/21/18	Friday, March 30, 2018
03/19/18 - 04/01/18		04/04/18	④ Friday, April 13, 2018
04/02/18 - 04/15/18		04/18/18	Friday, April 27, 2018
04/16/18 - 04/29/18		05/02/18	Friday, May 11, 2018
04/30/18 - 05/13/18		05/16/18	Friday, May 25, 2018
05/14/18 - 05/27/18		05/30/18	⑤ Friday, June 08, 2018
05/28/18 - 06/10/18		06/13/18	⑤ Friday, June 22, 2018
06/11/18 - 06/24/18		06/27/18	⑤ Friday, July 06, 2018
06/25/18 - 07/08/18		07/11/18	⑤ Friday, July 20, 2018
07/09/18 - 07/22/18		07/25/18	⑤ Friday, August 03, 2018
07/23/18 - 08/05/18		08/08/18	⑤ Friday, August 17, 2018

① Checks dated Friday, November 24, 2017 will be available for pick-up on Monday, November 27, 2017.

② Checks dated Friday, December 22, 2017 will be available for pick-up on Friday, December 22, 2017.

③ Reduced hours will be in effect from Tuesday December 19, 2017 through Friday January 26, 2018.

④ Reduced hours will be in effect from Monday March 19, 2018 through Friday March 23, 2018.

⑤ Reduced hours will be in effect from Monday May 21, 2018 through Friday August 24, 2018.

REMINDERS! New York State Pay Rate & Payday notice must be signed at the **time of hire** or **before a change** in pay rate. Federal regulations require that Section 1 of the I-9 must be completed no later than the **first day** of employment and all of the I-9 form must be completed for newly hired employees within **three business days** from their first day work.