

This schedule is designed for individuals who have been designated as primary and back-up supervisors or time approvers in the Time Reporting System (TRS). The schedule includes the last date and time supervisors/time approvers must approve and submit online timesheets to the Departmental Time Administrator (DTA) in order ensure timely payment to employees.

### November 2016 - January 2018

Pay Period	Pay Day	Employee Deadline (12 Noon)	Supervisor Deadline (12 Noon)
11/06/16 – 11/19/16 BW	11/30/16	11/16/16	11/17/16
11/01/16 - 11/30/16 MO	12/01/16	12/09/16	12/14/16
11/20/16 - 12/03/16 BW	12/14/16	12/05/16	12/06/16
12/04/16 - 12/17/16 BW	12/28/16	12/17/16	12/18/16
12/01/16 - 12/31/16 MO	01/03/17	01/09/17	01/14/17
12/18/16 – 12/31/16 BW	01/11/17	01/03/17	01/03/17*
01/01/17 - 01/14/17 BW	01/25/17	01/16/17	01/17/17
01/01/17 - 01/31/17 MO	02/01/17	02/09/17	02/14/17
01/15/17 – 01/28/17 BW	02/08/17	01/30/17	01/31/17
01/29/17 - 02/11/17 BW	02/22/17	02/13/17	02/14/17
02/01/17 - 02/28/17 MO	03/01/17	03/09/17	03/14/17
02/12/17 – 02/25/17 BW	03/08/17	02/27/17	02/28/17
02/26/17 - 03/11/17 BW	03/22/17	03/13/17	03/14/17
03/01/17 - 03/31/17 MO	03/30/17	04/09/17	04/14/17
03/12/17 - 03/25/17 BW	04/05/17	03/27/17	03/28/17
03/26/17 - 04/08/17 BW	04/19/17	04/10/17	04/11/17
04/01/17 - 04/30/17 MO	05/01/17	05/09/17	05/14/17
04/09/17 - 04/22/17 BW	05/03/17	04/24/17	04/25/17
04/23/17 - 05/06/17 BW	05/17/17	05/08/17	05/09/17
05/01/17 - 05/31/17 MO	06/01/17	06/09/17	06/14/17
05/07/17 - 05/20/17 BW	05/31/17	05/22/17	05/23/17
05/21/17 - 06/03/17 BW	06/14/17	06/05/17	06/06/17
06/04/17 – 06/17/17 BW	06/28/17	06/19/17	06/20/17

## November 2016 - January 2018 (cont.)

Pay Period	Pay Day	Employee Deadline (12 Noon)	Supervisor Deadline (12 Noon)
06/01/17 - 06/30/17 MO	06/30/17	07/09/17	07/14/17
06/18/17 - 07/01/17 BW	07/12/17	07/03/17	07/04/17
07/02/17 - 07/15/17 BW	07/26/17	07/17/17	07/18/17
07/01/17 - 07/31/17 MO	08/01/17	08/09/17	08/14/17
07/16/17 - 07/29/17 BW	08/09/17	07/31/17	08/01/17
07/30/17 - 08/12/17 BW	08/23/17	08/14/17	08/15/17
08/01/17 - 08/31/17 MO	09/01/17	09/09/17	09/14/17
08/13/17 - 08/26/17 BW	09/06/17	08/28/17	08/29/17
08/27/17 - 09/09/17 BW	09/20/17	09/11/17	09/12/17
09/01/17 - 09/30/17 MO	09/29/17	10/09/17	10/14/17
09/10/17 - 09/23/17 BW	10/04/17	09/25/17	09/26/17
09/24/17 - 10/07/17 BW	10/18/17	10/09/17	10/10/17
10/01/17 - 10/31/17 MO	11/01/17	11/09/17	11/14/17
10/08/17 - 10/21/17 BW	11/01/17	10/23/17	10/24/17
10/22/17 - 11/04/17 BW	11/15/17	11/06/17	11/07/17
11/05/17 - 11/18/17 BW	11/29/17	11/18/17	11/19/17
11/01/17 - 11/30/17 MO	12/01/17	12/09/17	12/14/17
11/19/17 - 12/02/17 BW	12/13/17	12/04/17	12/05/17
12/03/17 - 12/16/17 BW	12/27/17	12/16/17	12/17/17
12/01/17 - 12/31/17 MO	01/02/18	01/09/18	01/14/18
12/17/17 - 12/30/17 BW	01/10/18	01/01/18	01/02/18

*\*Special one-time supervisor deadline changed to **5 PM** due to early payroll deadlines.*