



2017 BIWEEKLY TIMECARD APPROVAL DEADLINES

For Non-Exempt Employees

PAY PERIOD END DATE (Saturday)	EMPLOYEE APPROVAL **Saturday Unless mid December	SUPERVISOR APPROVAL **Typically Monday Unless Holiday occurs	PAY DATE (Wednesday unless Holiday)	NOTES
12/31/2016	01/03/2017 by 10am	1/3/2017 after 10am	1/11/2017	Holiday: 01/02
1/14/2017	1/14/2017	01/17/2017**	1/25/2017	
1/28/2017	1/28/2017	1/30/2017	2/8/2017	Holiday: 01/16
2/11/2017	2/11/2017	2/13/2017	2/22/2017	
2/25/2017	2/25/2017	2/27/2017	3/8/2017	Holiday: 02/20
3/11/2017	3/11/2017	3/13/2017	3/22/2017	
3/25/2017	3/25/2017	3/27/2017	4/5/2017	
4/8/2017	4/8/2017	4/10/2017	4/19/2017	Holiday: 03/31
4/22/2017	4/22/2017	4/24/2017	5/3/2017	
5/6/2017	5/6/2017	5/8/2017	5/17/2017	
5/20/2017	5/20/2017	5/22/2017	5/31/2017	
6/3/2017	6/3/2017	6/5/2017	6/14/2017	Holiday: 05/29
6/17/2017	6/17/2017	6/19/2017	6/28/2017	
7/1/2017	7/1/2017	7/3/2017	7/12/2017	
7/15/2017	7/15/2017	7/17/2017	7/26/2017	Holiday: 07/04
7/29/2017	7/29/2017	7/31/2017	8/9/2017	
8/12/2017	8/12/2017	8/14/2017	8/23/2017	
8/26/2017	8/26/2017	8/28/2017	9/6/2017	
9/9/2017	9/9/2017	9/11/2017	9/20/2017	Holiday:09/04
9/23/2017	9/23/2017	9/25/2017	10/4/2017	
10/7/2017	10/7/2017	10/9/2017	10/18/2017	
10/21/2017	10/21/2017	10/23/2017	11/1/2017	
11/4/2017	11/4/2017	11/6/2017	11/15/2017	
11/18/2017	11/18/2017	11/20/2017 by Noon	11/29/2017	Holiday:11/10
12/2/2017	12/2/2017	12/4/2017	12/13/2017	Holiday:11/23-24
12/16/2017	12/14/2017	12/15/2017 by Noon	12/27/2017	
12/30/2017	01/02/2018 by 10am	1/2/2018 after 10am	1/10/2017	Holiday: 12/25-12/26, Curtailment 12/27-28, 12/29