

2018 PAYROLL SCHEDULE Academic & Assistant

Paycheck ID	Pay No.	Work Time Paid (Pay Period)	Paycheck Process Date (Calc Date)	Pay Date	Insurance Coverage Period
JAN Monthly	1	12/16/2017 - 01/15/2018	01/08/2018	01/16/18	01/01/2018 - 01/31/2018
FEB Monthly	2	01/16/2018 - 02/15/2018	02/08/2018	02/16/18	02/01/2018 - 02/28/2018
MAR Monthly	3	02/16/2018 - 03/15/2018	03/08/2018	03/16/18	03/01/2018 - 03/31/2018
APR Monthly	4	03/16/2018 - 04/15/2018	04/05/2018	04/16/18	04/01/2018 - 04/30/2018
MAY Monthly	5	04/16/2018 - 05/15/2018	05/07/2018	05/16/18	05/01/2018 - 05/31/2018
JUN Monthly	6	05/16/2018 - 06/15/2018	06/07/2018	06/15/18	06/01/2018 - 06/30/2018
JUL Monthly	7	06/16/2018 - 07/15/2018	07/06/2018	07/16/18	07/01/2018 - 07/31/2018
AUG Monthly	8	07/16/2018 - 08/15/2018	08/08/2018	08/16/18	08/01/2018 - 08/31/2018
SEP Monthly	9	08/16/2018 - 09/15/2018	09/06/2018	09/14/18	09/01/2018 - 09/30/2018
OCT Monthly	10	09/16/2018 - 10/15/2018	10/08/2018	10/16/18	10/01/2018 - 10/31/2018
NOV Monthly	11	10/16/2018 - 11/15/2018	11/08/2018	11/16/18	11/01/2018 - 11/30/2018
DEC Monthly	12	11/16/2018 - 12/15/2018	12/06/2018	12/14/18	12/01/2018 - 12/31/2018

- 1) An employee must be actively employed, or benefits eligible on the **first day** of an insurance coverage period to owe premiums for that period.
- 2) Owed back premiums will be taken from the next available paycheck after University Payroll and Benefits is notified of the discrepancy. Employees will be notified of this action by email and campus mail.