

MURRAY STATE UNIVERSITY
 2017 PAYROLL CALENDAR
 EMPLOYEES PAID MONTHLY
 PAY SCHEDULE

YEAR	PR ID	PR NO	PAY OF MONTH	PAY PERIOD		PAY CHECK DATE	PA COMPLETED DATE (A)	PAYROLL RUN DATE (B)	PAYROLL RUN TIME (B)
2017	MN	1	1	January 1, 2017	January 31, 2017	January 31, 2017	January 20, 2017	January 23, 2017	9:00 AM
2017	MN	2	1	February 1, 2017	February 28, 2017	February 28, 2017	February 17, 2017	February 20, 2017	9:00 AM
2017	MN	3	1	March 1, 2017	March 31, 2017	March 31, 2017	March 17, 2017	March 20, 2017	9:00 AM
2017	MN	4	1	April 1, 2017	April 30, 2017	April 28, 2017	April 19, 2017	April 20, 2017	9:00 AM
2017	MN	5	1	May 1, 2017	May 31, 2017	May 31, 2017	May 19, 2017	May 22, 2017	9:00 AM
2017	MN	6	1	June 1, 2017	June 30, 2017	June 30, 2017	June 20, 2017	June 21, 2017	9:00 AM
2017	MN	7	1	July 1, 2017	July 31, 2017	July 31, 2017	July 20, 2017	July 21, 2017	9:00 AM
2017	MN	8	1	August 1, 2017	August 31, 2017	August 31, 2017	August 22, 2017	August 23, 2017	9:00 AM
2017	MN	9	1	September 1, 2017	September 30, 2017	September 29, 2017	September 19, 2017	September 20, 2017	9:00 AM
2017	MN	10	1	October 1, 2017	October 31, 2017	October 31, 2017	October 20, 2017	October 23, 2017	9:00 AM
2017	MN	11	1	November 1, 2017	November 30, 2017	November 30, 2017	November 16, 2017	November 17, 2017	9:00 AM
2017	MN	12	1	December 1, 2017	December 31, 2017	December 15, 2017	December 5, 2017	December 6, 2017	9:00 AM

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES TO BE PROCESSED ON THIS PAYROLL.

PA'S NOT ENTERED BY THIS DATE WILL NOT BE PAID THAT MONTH

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

YEAR	PR ID	PR NO	PAY OF MONTH	START DATE	END DATE	LEAVE REPORTS ENTER ON WEB FROM	LEAVE REPORTS ENTER ON WEB TO	TIME DUE	APPROVAL DUE DATE	TIME DUE
2017	MN	1	1	January 1, 2017	January 31, 2017	January 1, 2017	February 6, 2017	3:00 PM	February 8, 2016	3:00 PM
2017	MN	2	1	February 1, 2017	February 28, 2017	February 1, 2017	March 7, 2017	3:00 PM	March 9, 2017	3:00 PM
2017	MN	3	1	March 1, 2017	March 31, 2017	March 1, 2017	April 7, 2017	3:00 PM	April 10, 2017	3:00 PM
2017	MN	4	1	April 1, 2017	April 30, 2017	April 1, 2017	May 5, 2017	3:00 PM	May 8, 2017	3:00 PM
2017	MN	5	1	May 1, 2017	May 31, 2017	May 1, 2017	June 7, 2017	3:00 PM	June 9, 2017	3:00 PM
2017	MN*	6	1	June 1, 2017	June 30, 2017	June 1, 2017	June 26, 2017	3:00 PM	June 28, 2017	3:00 PM
2017	MN	7	1	July 1, 2017	July 31, 2017	July 1, 2017	August 7, 2017	3:00 PM	August 9, 2017	3:00 PM
2017	MN	8	1	August 1, 2017	August 31, 2017	August 1, 2017	September 6, 2017	3:00 PM	September 8, 2017	3:00 PM
2017	MN	9	1	September 1, 2017	September 30, 2017	September 1, 2017	October 9, 2017	3:00 PM	October 11, 2017	3:00 PM
2017	MN	10	1	October 1, 2017	October 31, 2017	October 1, 2017	November 7, 2017	3:00 PM	November 9, 2017	3:00 PM
2017	MN	11	1	November 1, 2017	November 30, 2017	November 1, 2017	December 6, 2017	3:00 PM	December 8, 2017	3:00 PM
2017	MN	12	1	December 1, 2017	December 31, 2017	December 1, 2017	January 5, 2018	3:00 PM	January 8, 2018	3:00 PM

* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.

last updated 11/8/2017