

MURRAY STATE UNIVERSITY
 2018 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)
2018	MN	1	1	January 1, 2018	January 31, 2018	January 31, 2018	January 19, 2018	January 22, 2018	9:00 AM
2018	MN	2	1	February 1, 2018	February 28, 2018	February 28, 2018	February 16, 2018	February 19, 2018	9:00 AM
2018	MN	3	1	March 1, 2018	March 31, 2018	March 30, 2018	March 16, 2018	March 19, 2018	9:00 AM
2018	MN	4	1	April 1, 2018	April 30, 2018	April 30, 2018	April 19, 2018	April 20, 2018	9:00 AM
2018	MN	5	1	May 1, 2018	May 31, 2018	May 31, 2018	May 18, 2018	May 21, 2018	9:00 AM
2018	MN	6	1	June 1, 2018	June 30, 2018	June 29, 2018	June 19, 2018	June 20, 2018	9:00 AM
2018	MN	7	1	July 1, 2018	July 31, 2018	July 31, 2018	July 20, 2018	July 23, 2018	9:00 AM
2018	MN	8	1	August 1, 2018	August 31, 2018	August 31, 2018	August 21, 2018	August 22, 2018	9:00 AM
2018	MN	9	1	September 1, 2018	September 30, 2018	September 28, 2018	September 18, 2018	September 19, 2018	9:00 AM
2018	MN	10	1	October 1, 2018	October 31, 2018	October 31, 2018	October 19, 2018	October 22, 2018	9:00 AM
2018	MN	11	1	November 1, 2018	November 30, 2018	November 30, 2018	November 16, 2018	November 19, 2018	9:00 AM
2018	MN	12	1	December 1, 2018	December 31, 2018	December 21, 2018	December 12, 2018	December 13, 2018	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 PAYROL.

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
2018	MN	1	1	January 1, 2018	January 31, 2018	January 1, 2018	February 5, 2018	3:00 PM	February 7, 2018	3:00 PM
2018	MN	2	1	February 1, 2018	February 28, 2018	February 1, 2018	March 5, 2018	3:00 PM	March 7, 2018	3:00 PM
2018	MN	3	1	March 1, 2018	March 31, 2018	March 1, 2018	April 5, 2018	3:00 PM	April 9, 2018	3:00 PM
2018	MN	4	1	April 1, 2018	April 30, 2018	April 1, 2018	May 4, 2018	3:00 PM	May 8, 2018	3:00 PM
2018	MN	5	1	May 1, 2018	May 31, 2018	May 1, 2018	June 5, 2018	3:00 PM	June 7, 2018	3:00 PM
2018	MN*	6	1	June 1, 2018	June 30, 2018	June 1, 2018	June 25, 2018	3:00 PM	June 27, 2018	3:00 PM
2018	MN	7	1	July 1, 2018	July 31, 2018	July 1, 2018	August 6, 2018	3:00 PM	August 8, 2018	3:00 PM
2018	MN	8	1	August 1, 2018	August 31, 2018	August 1, 2018	September 5, 2018	3:00 PM	September 7, 2018	3:00 PM
2018	MN	9	1	September 1, 2018	September 30, 2018	September 1, 2018	October 8, 2018	3:00 PM	October 10, 2018	3:00 PM
2018	MN	10	1	October 1, 2018	October 31, 2018	October 1, 2018	November 5, 2018	3:00 PM	November 7, 2018	3:00 PM
2018	MN	11	1	November 1, 2018	November 30, 2018	November 1, 2018	December 5, 2018	3:00 PM	December 7, 2018	3:00 PM
2018	MN	12	1	December 1, 2018	December 31, 2018	December 1, 2018	January 7, 2019	3:00 PM	January 9, 2019	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 10/22/18