

**VILLANOVA UNIVERSITY  
PAYROLL OFFICE**

**PLEASE POST IMMEDIATELY**

To: Deans, Chairs, Department Heads, Faculty, and Graduate Assistants  
From: Kirk Simmet, Manager, Payroll Services  
Date: December 1, 2016  
Subject: **2017 Faculty and Graduate Assistant Pay Schedule (Pay ID 42)**

Listed below is the 2017 Faculty and Graduate Assistant pay schedule along with the corresponding deadlines for payroll information.

**Please remember that payment cannot be made on the pay date indicated if information is received after the specified deadline.**

If you anticipate any problems in meeting a deadline, please call me at extension 9-4617. Thank you for your assistance and cooperation. *All deadlines are 11:00AM.*

| <u><b>Payday</b></u> | <u><b>Deadline to Payroll</b></u> | <u><b>Notes</b></u>                           |
|----------------------|-----------------------------------|-----------------------------------------------|
| <b>12/22/16</b>      | <b>12/ 5/16</b>                   | <b>Early Deadline due to Holiday Schedule</b> |
| 1/31/17              | <b>1/13/17</b>                    |                                               |
| 2/28/17              | 2/15/17                           |                                               |
| 3/31/17              | 3/15/17                           |                                               |
| 4/28/17              | <b>4/12/17</b>                    |                                               |
| 5/31/17              | 5/15/17                           |                                               |
| 6/30/17              | 6/15/17                           | Summer Session I                              |
| 7/31/17              | <b>7/14/17</b>                    | Summer Session II                             |
| 8/31/17              | 8/15/17                           |                                               |
| 9/29/17              | <b>9/ 1/17</b>                    | <b>Early deadline due to high volume</b>      |
| 10/31/17             | <b>10/13/17</b>                   |                                               |
| 11/30/17             | <b>11/13/17</b>                   |                                               |
| <b>12/22/17</b>      | <b>12/ 1/17</b>                   | <b>Early Deadline due to Holiday Schedule</b> |

Please honor schedule. Schedule may be subject to change.  
Items in **bold** indicate an accelerated schedule.

\*Please note: Blank W-4, Time Sheets, additional copies of the Pay Schedule, and Direct Deposit sign-up forms are available on our web site: [www.payroll.villanova.edu](http://www.payroll.villanova.edu)