

**VILLANOVA UNIVERSITY
PAYROLL OFFICE**

PLEASE POST IMMEDIATELY

To: Time Clock Areas (Staff)
From: Kirk Simmet, Manager, Payroll Services
Date: December 1, 2016
Subject: **2017 Service Pay Schedule (Pay ID 44)**

Listed below is the 2017 Service pay schedule along with the corresponding deadlines for time reports.

Please remember that payment cannot be made on the pay date indicated if information is received after the specified deadline. *Deadline to payroll is 11:00AM except as noted.*

If you anticipate any problems meeting a deadline, please call me at extension 94617.

Thank you for your assistance and cooperation.

| Pay # | Pay Period | | | PAF's to HR Dept. | Time Clock to Payroll | Pay Date | |
|-------|------------|---|-------|----------------------|--------------------------|-----------------|-------------------|
| | Begin | - | End | | | | |
| 26 | 12/12 | - | 12/25 | 12/12/16 | 12/26/16(12:00PM) | 12/30/16 | Holiday Schedule |
| 1 | 12/26 | - | 1/ 8 | 1/ 2/17 | 1/ 9/17 | 1/13/17 | |
| 2 | 1/ 9 | - | 1/22 | 1/13/17 | 1/23/17 | 1/27/17 | |
| 3 | 1/23 | - | 2/ 5 | 1/30/17 | 2/ 6/17 | 2/10/17 | |
| 4 | 2/ 6 | - | 2/19 | 2/13/17 | 2/20/17 | 2/24/17 | |
| 5 | 2/20 | - | 3/ 5 | 2/27/17 | 3/ 6/17 | 3/10/17 | |
| 6 | 3/ 6 | - | 3/ 19 | 3/13/17 | 3/20/17 | 3/24/17 | |
| 7 | 3/20 | - | 4/ 2 | 3/27/17 | 4/ 3/17 | 4/ 7/17 | |
| 8 | 4/ 3 | - | 4/16 | 4/ 7/17 | 4/18/17 (12:00PM) | 4/21/17 | Holiday Schedule |
| 9 | 4/17 | - | 4/30 | 4/24/17 | 5/ 1/17 | 5/ 5/17 | |
| 10 | 5/ 1 | - | 5/14 | 5/ 8/17 | 5/15/17 | 5/19/17 | |
| 11 | 5/15 | - | 5/28 | 5/22/17 | 5/30/17 (12:00PM) | 6/ 2/17 | Holiday Schedule |
| 12 | 5/29 | - | 6/11 | 6/ 5/17 | 6/12/17 | 6/16/17 | |
| 13 | 6/12 | - | 6/25 | 6/19/17 | 6/26/17 | 6/30/17 | no medical/dental |
| 14 | 6/26 | - | 7/ 9 | 6/30/17 | 7/10/17 | 7/14/17 | |
| 15 | 7/10 | - | 7/23 | 7/17/17 | 7/24/17 | 7/28/17 | |
| 16 | 7/24 | - | 8/ 6 | 7/31/17 | 8/ 7/17 | 8/11/17 | |
| 17 | 8/ 7 | - | 8/20 | 8/14/17 | 8/21/17 | 8/25/17 | |
| 18 | 8/21 | - | 9/ 3 | 8/28/17 | 9/ 5/17 (12:00PM) | 9/ 8/17 | Holiday Schedule |
| 19 | 9/ 4 | - | 9/17 | 9/11/17 | 9/18/17 | 9/22/17 | |
| 20 | 9/18 | - | 10/ 1 | 9/25/17 | 10/ 2/17 | 10/ 6/17 | |
| 21 | 10/ 2 | - | 10/15 | 10/ 9/17 | 10/16/17 | 10/20/17 | |
| 22 | 10/16 | - | 10/29 | 10/23/17 | 10/30/17 | 11/ 3/17 | |
| 23 | 10/30 | - | 11/12 | 11/ 6/17 | 11/13/17 | 11/17/17 | |
| 24 | 11/13 | - | 11/26 | 11/16/17 | 11/27/17 | 12/ 1/17 | Holiday Schedule |
| 25 | 11/27 | - | 12/10 | 12/ 4/17 | 12/11/17 | 12/15/17 | |
| 26 | 12/11 | - | 12/24 | 12/11/17 | 12/26/17(12:00PM) | 12/29/17 | Holiday Schedule |
| 1 | 12/25 | - | 1/ 7 | 1/ 2/18 | 1/ 8/18 | 1/12/18 | First Pay of 2018 |

Please honor schedule. Schedule subject to change as necessary. Schedule change will be sent via e-mail to each clock area manager. 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