

Shoreline Community College
January – December 2017 Payroll Deadlines

	EARNINGS PERIOD	✓ PERSONNEL ACTION (PA) ✓ HIRING DOCUMENTS	✓ HOURLY TIMESHEETS ✓ OVERTIME/LEAVE SLIPS	PAY DATE
		<u>DUE IN HR</u>	<u>DUE IN TLR (OT FORMS TO HR)</u>	
12B	December 16 th – 31 st	December 29	December 23**	January 10
01A	January 1 st – 15 th	January 13	January 17	January 25
01B	January 16 th – 31 st	January 30	February 1	February 10
02A	February 1 st – 15 th	February 14	February 15*	February 24
02B	February 16 th – 28 th	February 27	March 1	March 10
03A	March 1 st – 15 th	March 14	March 16	March 24
03B	March 16 th – 31 st	March 30	March 31*	April 10
04A	April 1 st – 15 th	April 13	April 17	April 25
04B	April 16 th – 30 th	April 28	May 1	May 10
05A	May 1 st – 15 th	May 12	May 16	May 25
05B	May 16 th – 31 st	May 30	June 1	June 9
06A	June 1 st – 15 th	June 14	June 16	June 26
06B	June 16 th – 30 th	June 29	June 30* FY 16/17 End	July 10
071	June 16 th – 30 th	June 30	June 30* FY 17/18 Begin	July 10
07A	July 1 st – 15 th	July 13	July 17	July 25
07B	July 16 th – 31 st	July 28	August 1	August 10
08A	August 1 st – 15 th	August 14	August 16	August 25
08B	August 16 th – 31 st	August 29	August 31*	September 11
09A	September 1 st – 15 th	September 13	September 15*	September 25
09B	September 16 th – 30 th	September 28	October 2	October 10
10A	October 1 st – 15 th	October 12	October 16	October 25
10B	October 16 th – 31 st	October 30	November 1	November 9
11A	November 1 st – 15 th	November 13	November 15*	November 22
11B	November 16 th – 30 th	November 29	December 1	December 11
12A	December 1 st – 15 th	December 13	December 15*	December 22
12B	December 16 th – 31 st	December 22	January 2	January 10

**Payroll processing cutoffs mandate earlier document submission.*

*** If you are required to work during the winter closure, your deadline is December 30, 2016.*

Please Note:

1. Submit documents completed with appropriate employee/supervisor signature approvals.
2. Incomplete or inaccurate documents will be returned to the department and may cause a delay in payment.
3. **Documents turned in after the payroll deadline will not be paid until the next pay date.**
4. Late documents will require a written explanation from the supervisor for the delay.

RCW 42.16.010 establishes semi-monthly pay periods as a basis for paying all state officers and employees. The first pay period is from the 1st – 15th of the month. The second pay period is from the 16th through the last calendar day of the month. Actual Paydates are lagged but cannot be later than 10 days following the close of each pay period, except when the paydate falls on a Sunday. In this case, the paydate is the following Monday. The Office of Financial Management (OFM) establishes Paydates through WAC 82-50-021.