

# MIDDLEBURY INSTITUTE OF INTERNATIONAL STUDIES AT MONTEREY

## 2018 Payroll Calendar for 12 Month Faculty/Staff/Student Employees

Pay Period	Period Covered/Pay Period	Paperwork Due to HR by Wed. 10:00 am	Employee Timesheets Due by 3 pm* Supervisor approvals by 5 pm	PAYDAY
1	DEC 25, 2017 – JAN 7, 2018	DEC 20, 2017	JANUARY 5, 2018	JANUARY 12, 2018
2	JANUARY 8– JANUARY 21	JANUARY 3	JANUARY 19	JANUARY 26
3	JANUARY 22 – FEBRUARY 4	JANUARY 17	FEBRUARY 2	FEBRUARY 9
4	FEBRUARY 5 – FEBRUARY 18	JANUARY 31	FEBRUARY 16	FEBRUARY 23
5	FEBRUARY 19 – MARCH 4	FEBRUARY 14	MARCH 2	MARCH 9
6	MARCH 5 – MARCH 18	FEBRUARY 28	MARCH 16	MARCH 23
7	MARCH 19 – APRIL 1	MARCH 14	MARCH 30	APRIL 6
8	APRIL 2 – APRIL 15	MARCH 28	APRIL 13	APRIL 20
9	APRIL 16 – APRIL 29	APRIL 11	APRIL 27	MAY 4
10	APRIL 30- MAY 13	APRIL 25	MAY 11	MAY 18
11	MAY 14- MAY 27	MAY 8	MAY 24*	JUNE 1
12	MAY 28- JUNE 10	MAY 23	JUNE 8	JUNE 15
13	JUNE 11- JUNE 24	JUNE 6	JUNE 22	JUNE 29
14	JUNE 25- JULY 8	JUNE 20	JULY 6	JULY 13
15	JULY 9- JULY 22	JULY 3	JULY 20	JULY 27
16	JULY 23- AUGUST 5	JULY 18	AUGUST 3	AUGUST 10
17	AUGUST 6- AUGUST 19	AUGUST 1	AUGUST 17	AUGUST 24
18	AUGUST 20- SEPTEMBER 2	AUGUST 14	AUGUST 30*	SEPTEMBER 7
19	SEPTEMBER 3- SEPTEMBER 16	AUGUST 29	SEPTEMBER 14	SEPTEMBER 21
20	SEPTEMBER 17- SEPTEMBER 30	SEPTEMBER 12	SEPTEMBER 28	OCTOBER 5
21	OCTOBER 1- OCTOBER 14	SEPTEMBER 26	OCTOBER 12	OCTOBER 19
22	OCTOBER 15- OCTOBER 28	OCTOBER 10	OCTOBER 26	NOVEMBER 2
23	OCTOBER 29- NOVEMBER 11	OCTOBER 24	NOVEMBER 9	NOVEMBER 16
24	NOVEMBER 12- NOVEMBER 25	NOVEMBER 7	NOVEMBER 23	NOVEMBER 30
25	NOVEMBER 26- DECEMBER 09	NOVEMBER 21	DECEMBER 7	DECEMBER 14
26	DECEMBER 10- DECEMBER 23	DECEMBER 4	DECEMBER 18*	DECEMBER 28

\*Timesheets due date changed because of holiday observance.