

2018 HR/PY CUTOFF SCHEDULE

| PAY PER | BEGIN/END DATE | FORMS CUT-OFF | PAYROLL CUT-OFF | TIME ENTRY COMPLETE BY <b>NOON</b> | POST PAYROLL PROCESSES | PAY DAY |
|---------|----------------|---------------|-----------------|------------------------------------|------------------------|---------|
|         |                |               |                 | RUN PAYROLL                        |                        |         |
| PP01    | 12/23-01/05    | 12/26 *       | 12/29 *         | 01/08                              | 01/09                  | 01/12   |
| PP02    | 01/06-01/19    | 01/09 *       | 01/12 *         | 01/22                              | 01/23                  | 01/26   |
| PP03    | 01/20-02/02    | 01/24         | 01/29           | 02/05                              | 02/06                  | 02/09   |
| PP04    | 02/03-02/16    | 02/06 *       | 02/09 *         | 02/16 *                            | 02/20                  | 02/23   |
| PP05    | 02/17-03/02    | 02/21         | 02/26           | 03/05                              | 03/06                  | 03/09   |
| PP06    | 03/03-03/16    | 03/07         | 03/12           | 03/19                              | 03/20                  | 03/23   |
| PP07    | 03/17-03/30    | 03/20 *       | 03/23 *         | 03/29 *                            | 04/02 *                | 04/06   |
| PP08    | 03/31-04/13    | 04/03 *       | 04/09 *         | 04/16                              | 04/17                  | 04/20   |
| PP09    | 04/14-04/27    | 04/18         | 04/23           | 04/30                              | 05/01                  | 05/04   |
| PP10    | 04/28-05/11    | 05/02         | 05/07           | 05/14                              | 05/15                  | 05/18   |
| PP11    | 05/12-05/25    | 05/15 *       | 05/18 *         | 05/25 *                            | 05/30                  | 06/01   |
| PP12    | 05/26-06/08    | 05/30         | 06/04           | 06/11                              | 06/12                  | 06/15   |
| PP13    | 06/09-06/22    | 06/13         | 06/18           | 06/25                              | 06/26                  | 06/29   |
| PP14    | 06/23-07/06    | 06/26 *       | 06/29 *         | 07/09                              | 07/10                  | 07/13   |
| PP15    | 07/07-07/20    | 07/11         | 07/16           | 07/23                              | 07/24                  | 07/27   |
| PP16    | 07/21-08/03    | 07/25         | 07/30           | 08/06                              | 08/07                  | 08/10   |
| PP17    | 08/04-08/17    | 08/08         | 08/13           | 08/20                              | 08/21                  | 08/24   |
| PP18    | 08/18-08/31    | 08/21 *       | 08/24 *         | 08/31 *                            | 09/04                  | 09/07   |
| PP19    | 09/01-09/14    | 09/05         | 09/10           | 09/17                              | 09/18                  | 09/21   |
| PP20    | 09/15-09/28    | 09/19         | 09/24           | 10/01                              | 10/02                  | 10/05   |
| PP21    | 09/29-10/12    | 10/03         | 10/08           | 10/15                              | 10/16                  | 10/19   |
| PP22    | 10/13-10/26    | 10/17         | 10/22           | 10/29                              | 10/30                  | 11/02   |
| PP23    | 10/27-11/09    | 10/30*        | 11/02 *         | 11/09*                             | 11/13                  | 11/16   |
| PP24    | 11/10-11/23    | 11/13 *       | 11/16 *         | 11/26                              | 11/27                  | 11/30   |
| PP25    | 11/24-12/07    | 11/28         | 12/03           | 12/10                              | 12/11                  | 12/14   |
| PP26    | 12/08-12/21    | 12/07 *       | 12/14 *         | 12/20 *                            | 12/21                  | 12/28   |
|         |                |               |                 |                                    |                        |         |
| 2019    |                |               |                 |                                    |                        |         |
| PP01    | 12/22 -01/04   | 12/26 *       | 12/31 *         | 01/07                              | 01/08                  | 01/11   |

2018 HOLIDAY SCHEDULE (13 days)

|                         |           |            |
|-------------------------|-----------|------------|
| NEW YEAR'S DAY          | Monday    | 01/01/2018 |
| MARTIN L. KING BIRTHDAY | Monday    | 01/15/2018 |
| PRESIDENTS' DAY         | Monday    | 02/19/2018 |
| MARTIN L. KING MEMORIAL | Wednesday | 04/04/2018 |
| GOOD FRIDAY             | Friday    | 04/14/2017 |
| MEMORIAL DAY            | Monday    | 05/28/2018 |
| INDEPENDENCE DAY        | Wednesday | 07/04/2018 |
| LABOR DAY               | Monday    | 09/03/2018 |
| VETERANS' DAY           | Monday    | 11/12/2018 |
| THANKSGIVING DAY        | Thursday  | 11/22/2018 |
| THANKSGIVING HOLIDAY    | Friday    | 11/24/2018 |
| CHRISTMAS EVE           | Monday    | 12/24/2018 |
| CHRISTMAS DAY           | Tuesday   | 12/25/2018 |
| 2018 NEW YEAR'S DAY     | Tuesday   | 01/01/2019 |

No Deductions on 6/29/18 and 12/30/18