2017 Pay Dates

BIWEEKLY
STUDENT

Already processed

BI & ST

Start Date	End Date	Pay Date		
12/10/16	12/23/16	12/30/16	LAST payroll of 2016	
12/24/16	01/06/17	01/13/17	First payroll of 2017	1
01/07/17	01/20/17	01/27/17		2
01/21/17	02/03/17	02/10/17		3
02/04/17	02/17/17	02/24/17		4
02/18/17	03/03/17	03/10/17		5
03/04/17	03/17/17	03/24/17	End 1st Qtr	6
03/18/17	03/31/17	04/07/17		7
04/01/17	04/14/17	04/21/17		8
04/15/17	04/28/17	05/05/17		9
04/29/17	05/12/17	05/19/17		10
05/13/17	05/26/17	06/02/17		11
05/27/17	06/09/17	06/16/17	End 2nd Qtr	12
06/10/17	06/23/17	06/30/17		13
06/24/17	07/07/17	07/14/17		14
07/08/17	07/21/17	07/28/17		15
07/22/17	08/04/17	08/11/17		16
08/05/17	08/18/17	08/25/17		17
08/19/17	09/01/17	09/08/17		18
09/02/17	09/15/17	09/22/17	End 3rd Qtr	19
09/16/17	09/29/17	10/06/17		20
09/30/17	10/13/17	10/20/17		21
10/14/17	10/27/17	11/03/17		22
10/28/17	11/10/17	11/17/17		23
11/11/17	11/24/17	12/01/17		24
11/25/17	12/08/17	12/15/17		25
12/09/17	12/22/17	12/29/17	End 4th Qtr	26

Web Time Users:

The deadline for submitting your hours is
the Monday *before* the Pay Date by noon.

If you electronically sign your web time
and you forgot to enter some hours,
please ask your supervisor to "reject" your
time and this will give you access again:
note: if it is beyond the deadline on Monday then
your supervisor must enter the time for you.

Supervisors must approve your hours by end of day
on Monday or no later than Tuesday 11am.
note: your hours will still get paid even if your
supervisor does not approve them.

If you are owed hours from a "prior" pay period,
DO NOT try to enter those hours on the current
web time. Please ask your supervisor to e-mail
Payroll the hours in time card format with their
approval stated in the e-mail.

If you have any questions about this process
please contact Trish Straube in Payroll at 454-6437
or pstraube@risd.edu and I will be happy to assist you.