

2018 Payroll Calendar Nonexempt Staff

Employees: “Submit for Approval” your completed Time Sheet by the end of your shift on your last working day of the Pay Period. You will be locked out of your time sheet at midnight on the “Employee Submit By Date”. Contact your approver if you failed to submit your time sheet by the submit date.

Approvers: “Approve” Time Sheets by the “Approver Submit By Date” for the Pay Period. You will be locked out of all time sheets at midnight on the “Approver Submit By Date”. Contact Payroll if you failed to approve any time sheets by the submit date.

PLEASE NOTE: Time Sheets not Submitted and Approved by deadline may result in delay of pay.

Pay Period	Time Sheet Start Date	Time Sheet End Date	Employee Submit By Date	Approver Submit By Date	Pay Date	Holidays (H) Extra Given Days (E)	Work Days/ Hours
1	12/16/17	01/15/18	01/16/18	01/17/18	01/31/18	E – 12/21- 22/17 H – 12/25/17 E – 12/26-29/17 H – 01/01/18 E – 01/02-03/18 E – 01/15/18	21 / 168
2	01/16/18	02/15/18	02/16/18	02/20/18	02/28/18		23 / 184
3	02/16/18	03/15/18	03/16/18	03/19/18	03/30/18	E – 02/19/18	20 / 160
4	03/16/18	04/15/18	04/16/18	04/17/18	04/30/18	E – 03/30/18	21 / 168
5	04/16/18	05/15/18	05/16/18	05/17/18	05/31/18		22 / 176
6	05/16/18	06/15/18	06/18/18	06/19/18	06/29/18	H – 05/28/18	23 / 184
7	06/16/18	07/15/18	07/16/18	07/17/18	07/31/18	H – 07/04/18	20 / 160
8	07/16/18	08/15/18	08/16/18	08/19/18	08/31/18		23 / 184
9	08/16/18	09/15/18	09/17/18	09/18/18	09/28/18	H – 09/03/18	22 / 176
10	09/16/18	10/15/18	10/16/18	10/17/18	10/31/18		21 / 168
11	10/16/18	11/15/18	11/16/18	11/19/18	11/30/18		23 / 184
12	11/16/18	12/15/18	*12/15/18	*12/16/18	12/31/18	E – 11/21/18 H – 11/22-23/18	21 / 168

Work Days/Hours refers to M-F, 40-hour per week schedule. Actual number of work days and hours may vary.

***Early submit date due to the holiday.**

Please refer to the reference article on “How to Enter and Approve Banner Time Sheets and Leave Reports” on [My Missouri State](#) for guidance on how to fill out and approve [Time Sheets](#) and the [Staff Holiday Schedule](#) for additional information about Holidays and Extra Given Days.