

# Payroll Calendars

The payroll calendars display pay periods and deadlines for entering time via [My.MissouriState.Edu](http://My.MissouriState.Edu). Please submit your Time Sheet/Leave Report prior to the deadlines established in the Payroll/Leave Reporting Calendars.

Entering Hours Format Guidelines can be accessed via <https://experts.missouristate.edu/pages/viewpage.action?pageId=1868252>

## Related articles:

- [Payroll Calendars](#)
- [How to Enter and Approve Banner Time Sheets and Leave Reports](#)
- [Faculty Grade Entry](#)
- [General Banner Guides](#)
- [Admin Banner - Keyboard Shortcut Quick Reference](#)

## Supported Browsers

Older versions of Internet Explorer may not properly display the Payroll Calendars. To get the best possible experience accessing PDF files in the Experts Documentation Wiki, we recommend that you upgrade to the newest version of Internet Explorer, or use another web browser. A list of the most popular Web browsers can be found at this link. <http://www.missouristate.edu/oldbrowser/>

## Calendars

### 2019 Calendars

[2019 - Part Time Staff and Student Employees.pdf](#) - For Part Time Staff, Student Employees, and their Approvers

[2019 - Nonexempt Staff.pdf](#) - For Non-Exempt Staff and their Approvers

[2019 - Exempt Staff.pdf](#) - For Exempt Staff, 12 Month Academic Administrators, 9, 10, 11 & 12 Month Faculty

### 2018 Calendars

[2018 - Part Time Staff and Student Employees.pdf](#) - For Part-Time Staff, Student Employees, and their Approvers

[2018 - Nonexempt Staff.pdf](#) - For Non-Exempt Staff and their Approvers

[2018 - Exempt Staff.pdf](#) - For Exempt Staff, 12 Month Academic Administrators, 9, 10, 11 & 12 Month Faculty

## Adobe® Acrobat Reader® Required

If you do not have the Adobe Acrobat Reader software on your computer, please download the Adobe Acrobat Reader software to your computer by following the instructions on the Adobe [Acrobat Reader](#) web page.

For questions or comments, contact the Computer Services Help Desk  
[HelpDesk@MissouriState.edu](mailto:HelpDesk@MissouriState.edu)  
417-836-5891