

Shoreline Community College  
**January – December 2018 Payroll Deadlines**

	EARNINGS PERIOD	✓ PERSONNEL ACTION (PA) ✓ HIRING DOCUMENTS	✓ HOURLY TIMESHEETS ✓ OVERTIME/LEAVE SLIPS	PAY DATE
		<u>DUE IN HR</u>	<u>DUE IN TLR</u> <u>(OT FORMS TO HR)</u>	
12B	December 16 <sup>th</sup> – 31 <sup>st</sup>	December 21	December 22**	January 10
01A	January 1 <sup>st</sup> – 15 <sup>th</sup>	January 12	January 16	January 25
01B	January 16 <sup>th</sup> – 31 <sup>st</sup>	January 31	February 1	February 9
02A	February 1 <sup>st</sup> – 15 <sup>th</sup>	February 14	February 15*	February 26
02B	February 16 <sup>th</sup> – 28 <sup>th</sup>	February 28	March 1	March 9
03A	March 1 <sup>st</sup> – 15 <sup>th</sup>	March 14	March 16	March 26
03B	March 16 <sup>th</sup> – 31 <sup>st</sup>	March 29	April 2	April 10
04A	April 1 <sup>st</sup> – 15 <sup>th</sup>	April 12	April 16	April 25
04B	April 16 <sup>th</sup> – 30 <sup>th</sup>	April 27	May 1	May 10
05A	May 1 <sup>st</sup> – 15 <sup>th</sup>	May 14	May 16	May 25
05B	May 16 <sup>th</sup> – 31 <sup>st</sup>	May 30	June 1	June 11
06A	June 1 <sup>st</sup> – 15 <sup>th</sup>	June 13	June 15*	June 25
06B	June 16 <sup>th</sup> – 30 <sup>th</sup>	June 27	June 29* FY 16/17 End	July 10
071	June 16 <sup>th</sup> – 30 <sup>th</sup>	June 28	June 29* FY 17/18 Begin	July 10
07A	July 1 <sup>st</sup> – 15 <sup>th</sup>	July 12	July 16	July 25
07B	July 16 <sup>th</sup> – 31 <sup>st</sup>	July 30	August 1	August 10
08A	August 1 <sup>st</sup> – 15 <sup>th</sup>	August 14	August 16	August 24
08B	August 16 <sup>th</sup> – 31 <sup>st</sup>	August 29	August 31*	September 10
09A	September 1 <sup>st</sup> – 15 <sup>th</sup>	September 13	September 17	September 25
09B	September 16 <sup>th</sup> – 30 <sup>th</sup>	September 27	October 1	October 10
10A	October 1 <sup>st</sup> – 15 <sup>th</sup>	October 12	October 16	October 25
10B	October 16 <sup>th</sup> – 31 <sup>st</sup>	October 30	November 1	November 9
11A	November 1 <sup>st</sup> – 15 <sup>th</sup>	November 13	November 15*	November 26
11B	November 16 <sup>th</sup> – 30 <sup>th</sup>	November 28	November 30*	December 10
12A	December 1 <sup>st</sup> – 15 <sup>th</sup>	December 12	December 14*	December 21
12B	December 16 <sup>th</sup> – 31 <sup>st</sup>	December 21	January 2	January 10

*\*Payroll processing cutoffs mandate earlier document submission.*

**Please Note:**

1. Submit documents completed with appropriate employee/supervisor signature approvals.
2. Incomplete or inaccurate documents will be returned to the department and may cause a delay in payment.
3. **Documents turned in after the payroll deadline will not be paid until the next pay date.**
4. Late documents will require a written explanation from the supervisor for the delay.

*RCW 42.16.010 establishes semi-monthly pay periods as a basis for paying all state officers and employees. The first pay period is from the 1<sup>st</sup> – 15<sup>th</sup> of the month. The second pay period is from the 16<sup>th</sup> through the last calendar day of the month. Actual Paydates are lagged but cannot be later than 10 days following the close of each pay period, except when the payday falls on a Sunday. In this case, the payday is the following Monday. The Office of Financial Management (OFM) establishes Paydates through WAC 82-50-021.*