2018 MONTHLY PAYROLL CALENDAR
* Deviates from the normal deadline

University of South Alabama
USA Healthcare Management, LLC
University of South Alabama Healthcare Authority

Payroll ID** and Number	Period Covered	PA/Paperwork Due In HR or Payroll As Appropriate Before 4:00 PM	Employee Leave Report Payroll Before 5:00 PM (a)	Approvers Leave Report Payroll Before 5:00 PM	Check Date
Monthly 01	12/01/2017 - 12/31/2017	**12/15/2017***	01/15/2018	01/20/2018	01/02/2018
Monthly 02	01/01/2018 - 01/31/2018	01/22/2018	02/15/2018	02/20/2018	02/01/2018
Monthly 03	02/01/2018 - 02/28/2018	02/19/2018	03/15/2018	03/20/2018	03/01/2018
Monthly 04	03/01/2018 - 03/31/2018	3/21/2018	04/15/2018	04/20/2018	04/02/2018
Monthly 05	04/01/2018 - 04/30/2018	4/19/2017	05/15/2018	05/20/2018	05/01/2018
Monthly 06	05/01/2018 - 05/31/2018	05/21/2018	06/15/2018	06/20/2018	06/01/2018
Monthly 07	06/01/2018 - 06/30/2018	6/20/2018	07/15/2018	07/20/2018	07/02/2018
Monthly 08	07/01/2018 - 07/31/2018	7/20/2018	08/15/2018	08/20/2018	08/01/2018
Monthly 09	08/01/2018 - 08/31/2018	08/22/2018	09/15/2018	09/20/2018	09/04/2018
Monthly 10	09/01/2018 - 09/30/2018	9/19/2018	10/15/2018	10/20/2018	10/01/2018
Monthly 11	10/01/2018 - 10/31/2018	10/22/2018	11/15/2018	11/20/2018	11/01/2018
Monthly 12	11/01/2018 - 11/30/2018	**11/14/2018***	12/15/2018	12/20/2018	12/03/2018

Dates may be subject to change due to unforeseen circumstances

*Please note when the 15th or 20th falls on the Weekend or University Holiday - Payroll deadlines are **NOT** extended until the next business day. Both employees and approvers have flexiblity to submit and approve via internet, smart phones, etc. through PAWS.*

(a) Note - Departmental deadlines may be earlier than payroll deadlines, please always verify with your supervisor.

Revised 11/13/2017