

**VITERBO UNIVERSITY**  
**PAYROLL PERIODS AND PAYDATES**

**2017 - 2018**

Viterbo University employees are paid twice monthly, on the 6th and 21st of each month. When payday falls on a weekend or holiday, the checks will be issued on the closest working day. The normal pay period begins on the 1st and 16th of each month. New employees must have a completed W-4 and I-9 form on file in the Business Office before a payroll check can be processed. Student employment is coordinated with the Financial Aid Office.

Hourly personnel and student employees must complete a timecard before being paid. **Timecards must be signed by both employee and supervisor and brought to the Business Office by 9:30 a.m. on the day indicated below.** Late timecards will be processed on the following pay period.

**PAYROLL ADVANCES WILL NOT BE ISSUED FOR LATE TIMECARDS!!!**

**Payroll advices are available for viewing on Vitnet on payday. Student employees (not on direct deposit) may pick up their paychecks in the Business Office on payday.**

PAY PERIOD START DATE	PAY PERIOD END DATE	TIMECARDS DUE	PAYDAY
June 16, 2017	June 30	June 27	July 6
July 1	July 15	July 14	July 21
July 16	July 31	July 31	August 7
August 1	August 15	August 14	August 21
August 16	August 31	August 29	September 6
September 1	September 15	September 14	September 21
September 16	September 30	September 29	October 6
October 1	October 15	October 13	October 20
October 16	October 31	October 30	November 6
November 1	November 15	November 14	November 21
November 16	November 30	November 29	December 6
December 1	December 15	December 14	December 21
December 16	December 31	December 21	January 5
January 1, 2018	January 15	January 15	January 22
January 16	January 31	January 30	February 6
February 1	February 15	February 13	February 21
February 16	February 28	February 27	March 6
March 1	March 15	March 14	March 21
March 16	March 31	March 29	April 6
April 1	April 15	April 13	April 20
April 16	April 30	April 30	May 7
May 1	May 15	May 14	May 21
May 16	May 31	May 30	June 6
June 1	June 15	June 14	June 21