

**Mississippi Valley State University  
Salaried Payroll Schedule FY 2017-2018**

<b>Payroll Month</b>	<b>Due Date to Submit PC-05s to HR</b>	<b>Database Update by HR (Thur)</b>	<b>Calling of Time by Payroll Officer (Mon)</b>	<b>Pay Dates</b>
<b>July</b>				
Faculty & Staff (Prorated 12 Months)	14-Jul-17	20-Jul-17	24-Jul-17	31-Jul-17
<b>August</b>				
Faculty & Staff (Prorated 12 Months)	15-Aug-17	17-Aug-17	21-Aug-17	31-Aug-17
<b>September</b>				
Faculty & Staff	15-Sep-17	21-Sep-17	25-Sep-17	29-Sep-17
<b>October</b>				
Faculty & Staff	16-Oct-17	19-Oct-17	23-Oct-17	31-Oct-17
<b>November</b>				
Faculty & Staff	15-Nov-17	16-Nov-17	20-Nov-17	30-Nov-17
<b>December</b>				
Faculty-Prorated (Grades must be reported) & Staff	11-Dec-17	14-Dec-17	18/19/2017	20-Dec-17
***Regular 9 Month Faculty (Grades must be reported)	04-Dec-17	07-Dec-17	11-Dec-17	11-Dec-17
<b>January</b>				
Faculty & Staff	16-Jan-18	18-Jan-18	22-Jan-18	31-Jan-18
<b>February</b>				
Faculty & Staff	15-Feb-18	22-Feb-18	26-Feb-18	28-Feb-18
<b>March</b>				
Faculty & Staff	15-Mar-18	22-Mar-18	26-Mar-17	30-Mar-18
<b>April</b>				
Faculty & Staff	16-Apr-18	19-Apr-18	23-Apr-18	30-Apr-18
<b>May</b>				
Faculty-Prorated (Grades must be reported) & Staff (10,11, & 12 months)	15-May-18	17-May-18	21-May-18	31-May-18
***Regular 9 Month Faculty (Grades must be reported)	01-May-18	03-May-18	07-May-18	07-May-18
<b>June</b>				
Staff (11 & 12 Months & Faculty Prorated)	15-Jun-18	21-Jun-18	25-Jun-18	29-Jun-18
<b>**PC-05's not fully processed and in the Office of Human Resources by this date will be processed and paid with the next monthly payroll. ** Dates will alternate for December payroll.</b>				

**Mississippi Valley State University  
Bi-Weekly Payroll Schedule FY 2016-2017**

Pay Period Begins	Pay Period Ends	Deposit Due Date (Wed)	Time Report Issued (Fri)	Reports Due 12:00 Noon (Mon)	Pay Dates	Payroll Week
12-Dec-16	25-Dec-16	28-Dec-16	23-Dec-16	26-Dec-16	30-Dec-16	27
26-Dec-16	08-Jan-17	11-Jan-17	06-Jan-17	09-Jan-17	13-Jan-17	1
09-Jan-17	22-Jan-17	25-Jan-17	20-Jan-17	23-Jan-17	27-Jan-17	2
23-Jan-17	05-Feb-17	08-Feb-17	03-Feb-17	06-Feb-17	10-Feb-17	3
06-Feb-17	19-Feb-17	22-Feb-17	17-Feb-17	20-Feb-17	24-Feb-17	4
20-Feb-17	05-Mar-17	08-Mar-17	03-Mar-17	06-Mar-17	10-Mar-17	5
06-Mar-17	19-Mar-17	22-Mar-17	17-Mar-17	20-Mar-17	24-Mar-17	6
20-Mar-17	02-Apr-17	05-Apr-17	31-Mar-17	03-Apr-17	07-Apr-17	7
03-Apr-17	16-Apr-17	19-Apr-17	14-Apr-17	17-Apr-17	21-Apr-17	8
17-Apr-17	30-Apr-17	03-May-17	28-Apr-17	01-May-17	05-May-17	9
01-May-17	17-May-17	17-May-17	12-May-17	15-May-17	19-May-17	10
15-May-17	28-May-17	31-May-17	26-May-17	29-May-17	02-Jun-17	11
29-May-17	11-Jun-17	14-Jun-17	09-Jun-17	12-Jun-17	16-Jun-17	12
12-Jun-17	25-Jun-17	28-Jun-17	23-Jun-17	26-Jun-17	30-Jun-17	13
26-Jun-17	09-Jul-17	12-Jul-17	07-Jul-17	10-Jul-17	14-Jul-17	14
10-Jul-17	23-Jul-17	26-Jul-17	21-Jul-17	24-Jul-17	28-Jul-17	15
24-Jul-17	06-Aug-17	09-Aug-17	04-Aug-17	07-Aug-17	11-Aug-17	16
07-Aug-17	20-Aug-17	23-Aug-17	18-Aug-17	21-Aug-17	25-Aug-17	17
21-Aug-17	03-Sep-17	06-Sep-17	01-Sep-17	05-Sep-17	08-Sep-17	18
04-Sep-17	17-Sep-17	20-Sep-17	15-Sep-17	18-Sep-17	22-Sep-17	19
18-Sep-17	01-Oct-17	04-Oct-17	29-Sep-17	02-Oct-17	06-Oct-17	20
02-Oct-17	15-Oct-17	18-Oct-17	13-Oct-17	16-Oct-17	20-Oct-17	21
16-Oct-17	29-Oct-17	01-Nov-17	27-Oct-17	30-Oct-17	03-Nov-17	22
30-Oct-17	12-Nov-17	15-Nov-17	10-Nov-17	13-Oct-17	17-Nov-17	23
13-Nov-17	26-Nov-17	29-Nov-17	24-Nov-17	27-Nov-17	01-Dec-17	24
27-Nov-17	10-Dec-17	13-Dec-17	08-Dec-17	11-Dec-17	15-Dec-17	25
11-Dec-17	24-Dec-17	27-Dec-17	15-Dec-17	18-Dec-17	29-Dec-17	26

Note: Adjustments may be made due to holiday and academic scheduling.

\* PC-05's not received in the Human Resources office by due date will be processed and paid with the next bi-weekly payroll

**Mississippi Valley State University  
Bi-Weekly Payroll Schedule FY 2017-2018**

Pay Period Begins	Pay Period Ends	Deposit Due Date (Wed)	Time Report Issued (Fri)	Reports Due 12:00 Noon (Mon)	Pay Dates	Payroll Week
25-Dec-17	07-Jan-18	10-Jan-18	05-Jan-18	08-Jan-18	12-Jan-18	1
08-Jan-18	21-Jan-18	24-Jan-18	19-Jan-18	22-Jan-18	26-Jan-18	2
22-Jan-18	04-Feb-18	07-Feb-18	02-Feb-18	05-Feb-18	09-Feb-18	3
05-Feb-18	18-Feb-18	21-Feb-18	16-Feb-18	19-Feb-18	23-Feb-18	4
19-Feb-18	04-Mar-18	07-Mar-18	02-Mar-18	07-Mar-18	09-Mar-18	5
05-Mar-18	18-Mar-18	21-Mar-18	16-Mar-18	19-Mar-18	23-Mar-18	6
19-Mar-18	01-Apr-18	04-Apr-18	30-Mar-18	02-Apr-18	06-Apr-18	7
02-Apr-18	15-Apr-18	18-Apr-18	13-Apr-18	16-Apr-18	20-Apr-18	8
16-Apr-18	29-Apr-18	02-May-18	27-Apr-18	30-Apr-18	04-May-18	9
30-Apr-18	13-May-18	16-May-18	11-May-18	14-May-18	18-May-18	10
14-May-18	27-May-18	30-May-18	25-May-18	28-May-18	01-Jun-18	11
28-May-18	10-Jun-18	13-Jun-18	08-Jun-18	11-Jun-18	15-Jun-18	12
11-Jun-18	24-Jun-18	27-Jun-18	22-Jun-18	25-Jun-18	29-Jun-18	13
25-Jun-18	08-Jul-18	11-Jul-18	07-Jul-18	10-Jul-18	14-Jul-18	14
10-Jul-18	23-Jul-18	25-Jul-18	21-Jul-18	24-Jul-18	28-Jul-18	15
24-Jul-18	06-Aug-18	08-Aug-18	04-Aug-18	07-Aug-18	11-Aug-18	16
07-Aug-18	20-Aug-18	22-Aug-18	18-Aug-18	21-Aug-18	25-Aug-18	17
21-Aug-18	03-Sep-18	05-Sep-18	01-Sep-18	05-Sep-18	08-Sep-18	18
04-Sep-18	17-Sep-18	19-Sep-18	15-Sep-18	18-Sep-18	22-Sep-18	19
18-Sep-18	01-Oct-18	03-Oct-18	29-Sep-18	02-Oct-18	06-Oct-18	20
02-Oct-18	15-Oct-18	17-Oct-18	13-Oct-18	16-Oct-18	20-Oct-18	21
16-Oct-18	29-Oct-18	31-Oct-18	27-Oct-18	30-Oct-18	03-Nov-18	22
30-Oct-18	12-Nov-18	14-Nov-18	10-Nov-18	13-Oct-18	17-Nov-18	23
13-Nov-18	26-Nov-18	28-Nov-18	24-Nov-18	27-Nov-18	01-Dec-18	24
27-Nov-18	10-Dec-18	12-Dec-18	08-Dec-18	11-Dec-18	15-Dec-18	25
11-Dec-18	24-Dec-18	26-Dec-18	15-Dec-18	18-Dec-18	29-Dec-18	26

Note: Adjustments may be made due to holiday and academic scheduling.

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