

TIME & ATTENDANCE DEADLINE DATES

PALM BEACH STATE COLLEGE

FISCAL YEAR 2017/2018



CHECK DATE	CUT OFF TO HUMAN RESOURCES	TIME/ATT DUE IN SYSTEM	FULL-TIME REPORTING PERIOD	ADJUNCT SALARY REPORTING PERIOD	HOURLY REPORTING PERIOD	CUT OFF FOR DIRECT DEPOSIT
7/14/2017	7/3/2017	7/6/2017	July 1-15	June 27 - July 15	June 21 - July 5	7/5/2017
7/31/2017	7/20/2017	7/24/2017	July 16-31	July 16-31	July 6-23	7/21/2017
8/15/2017	8/7/2017	8/8/2017	August 1-15	August 1-8	July 24 - August 7	8/7/2017
8/31/2017	8/23/2017	8/25/2017	August 16-31	*	August 8-24	8/24/2017
9/15/2017	9/6/2017	9/8/2017	September 1-15	August 23 - September 15	August 25 - September 6	9/7/2017
9/29/2017	9/20/2017	9/22/2017	September 16-30	September 16-30	September 7-24	9/21/2017
10/13/2017	10/4/2017	10/6/2017	October 1-15	October 1-15	September 25 - October 5	10/5/2017
10/31/2017	10/19/2017	10/24/2017	October 16-31	October 16-31	October 6-19	10/23/2017
11/15/2017	11/6/2017	11/8/2017	November 1-15	November 1-15	October 20 - November 2	11/7/2017
11/30/2017	11/20/2017	11/21/2017	November 16-30	November 16-30	November 3-20	11/20/2017
12/15/2017	12/6/2017	12/8/2017	December 1-15	December 1-15	November 21 - December 5	12/7/2017
12/29/2017	12/11/2017	12/14/2017	December 16-31	December 16-19	December 6-13	12/7/2017

*1st check each term is held back

** 1st check of Summer

Work Week = Saturday to Friday

Holidays-
College
Closings

7/4/2017, 9/4/2017,
11/11/2017,
11/23-11/24/17,
12/20-01/01/2018

TIME & ATTENDANCE DEADLINE DATES

PALM BEACH STATE COLLEGE

FISCAL YEAR 2017/2018



PAY DATE	WEEK 1	WEEK 2	WEEK 3
7/14/2017	June 17-23	June 24-30	X
7/31/2017	July 1-7	July 8-14	July 15-21
8/15/2017	July 23-28	July 29 - August 4	X
8/31/2017	August 5-11	August 12-18	X
9/15/2017	August 19-25	August 26 - September 1	X
9/29/2017	September 2-8	September 9-15	X
10/13/2017	September 16-22	September 23-29	X
10/31/2017	September 30 - October 6	October 7-13	October 14-20
11/15/2017	October 21-27	October 28 - November 3	X
11/30/2017	November 4-10	November 11-17	X
12/15/2017	November 18-24	November 25 - December 1	X
12/29/2017	December 2-8	X	X

Work Week = Saturday to Friday