

Note: HR lockout dates are tentative; please do not begin working until you receive the confirmation email from the VSU payroll office.

April 2018 Payroll Processing

Mon	Tue	Wed	Thu	Fri
2	3	4 <i>Apr 1st BW comp forms, stipends & HR EE changes due 9am</i> <i>Apr 1st BW HR Benefit spreadsheet due 9am</i>	5 **BW APPROVAL DEADLINE** <i>Apr 1st Biweekly/Student time & absence approvals due 5:30pm</i>	6
9 HR LOCKOUT – BIWEEKLY <small>84B1SSC/84B1AC 7AM</small>	10 HR LOCKOUT – BIWEEKLY	11	12	13 <i>April 1st Biweekly & Student Payday – 84B1</i>
16 <i>GA Changes due to HR 9am</i>	17 <i>MO HR Benefit spreadsheet Due 5:30pm</i> <i>Monthly/Faculty Comp Forms & HR EE changes due 9am</i>	18 <i>Apr 2nd BW comp forms, stipends & HR EE changes due 9am</i> <i>Apr 2nd BW HR Benefit spreadsheet due 9am</i>	19 **BW APPROVAL DEADLINE** <i>Apr 2nd Biweekly/Student time & absence approvals due 5:30pm</i>	20
23 HR LOCKOUT – BIWEEKLY **MO APPROVAL DEADLINE** <i>Monthly/Faculty/GA Absence & ACA Approvals due 9am</i> <small>84B2SSC/84B2AC 7AM</small>	24 HR LOCKOUT – ALL PAY GROUPS <small>84M1SSC/84M1AC 7AM</small>	25 HR LOCKOUT – MONTHLY	26	27 <i>April 2nd Biweekly & Student Payday – 84B2</i>
30 <i>Monthly, Faculty & GA Payday – 84M1</i>	May 1	May 2 <i>May 1st BW comp forms, stipends & HR EE changes due 9am</i> <i>May 1st BW HR Benefit spreadsheet due 9am</i>	May 3 **BW APPROVAL DEADLINE** <i>May 1st Biweekly/Student time & absence approvals due 5:30pm</i>	May 4

Biweekly Pay groups: C, H, J, T, W Monthly Pay Groups: A, F, G, L, P, X, Y

Biweekly Pay Periods: 83B2: 2/25/18 – 3/10/18; 83B3: 3/11/18 – 3/24/18; 84B1: 3/25/18 – 4/7/18; 84B2: 4/8/18 – 4/21/18; 85B1: 4/22/18 – 5/5/18; 85B2: 5/6/18 – 5/19/18