

Rutgers, The State University
 Division of Payroll Services
 Time and Labor Schedule
 Calendar Year 2017

Payroll Cycle	Time and Labor Cutoff	Pay Date
Hourly	Tuesday, January 3, 2017	Friday, January 6, 2017
Salary	Monday, January 9, 2017	Friday, January 13, 2017
Hourly	Friday, January 13, 2017	Friday, January 20, 2017
Salary	Monday, January 23, 2017	Friday, January 27, 2017
Hourly	Monday, January 30, 2017	Friday, February 3, 2017
Salary	Monday, February 6, 2017	Friday, February 10, 2017
Hourly	Monday, February 13, 2017	Friday, February 17, 2017
Salary	Monday, February 20, 2017	Friday, February 24, 2017
Hourly	Monday, February 27, 2017	Friday, March 3, 2017
Salary	Monday, March 6, 2017	Friday, March 10, 2017
Hourly	Monday, March 13, 2017	Friday, March 17, 2017
Salary	Monday, March 20, 2017	Friday, March 24, 2017
Hourly	Monday, March 27, 2017	Friday, March 31, 2017
Salary	Monday, April 3, 2017	Friday, April 7, 2017
Hourly	Monday, April 10, 2017	Friday, April 14, 2017
Salary	Monday, April 17, 2017	Friday, April 21, 2017
Hourly	Monday, April 24, 2017	Friday, April 28, 2017
Salary	Monday, May 1, 2017	Friday, May 5, 2017
Hourly	Monday, May 8, 2017	Friday, May 12, 2017
Salary	Monday, May 15, 2017	Friday, May 19, 2017
Hourly	Monday, May 22, 2017	Friday, May 26, 2017
Salary	Friday, May 26, 2017	Friday, June 2, 2017
Hourly	Monday, June 5, 2017	Friday, June 9, 2017
Salary	Monday, June 12, 2017	Friday, June 16, 2017
Hourly	Monday, June 19, 2017	Friday, June 23, 2017
Salary	Monday, June 26, 2017	Friday, June 30, 2017
Hourly	Friday, June 30, 2017	Friday, July 7, 2017
Salary	Monday, July 10, 2017	Friday, July 14, 2017
Hourly	Monday, July 17, 2017	Friday, July 21, 2017
Salary	Monday, July 24, 2017	Friday, July 28, 2017
Hourly	Monday, July 31, 2017	Friday, August 4, 2017
Salary	Monday, August 7, 2017	Friday, August 11, 2017
Hourly	Monday, August 14, 2017	Friday, August 18, 2017
Salary	Monday, August 21, 2017	Friday, August 25, 2017
Hourly	Monday, August 28, 2017	Friday, September 1, 2017
Salary	Friday, September 1, 2017	Friday, September 8, 2017
Hourly	Monday, September 11, 2017	Friday, September 15, 2017
Salary	Monday, September 18, 2017	Friday, September 22, 2017
Hourly	Monday, September 25, 2017	Friday, September 29, 2017
Salary	Monday, October 2, 2017	Friday, October 6, 2017
Hourly	Monday, October 9, 2017	Friday, October 13, 2017
Salary	Monday, October 16, 2017	Friday, October 20, 2017
Hourly	Monday, October 23, 2017	Friday, October 27, 2017
Salary	Monday, October 30, 2017	Friday, November 3, 2017
Hourly	Monday,, November 6, 2017	Friday, November 10, 2017
Salary	Monday, November 13, 2017	Friday, November 17, 2017
Hourly	Thursday, November 16, 2017	Friday, November 24, 2017
Salary	Monday, November 27, 2017	Friday, December 1, 2017
Hourly	Thursday, November 30 2017	Friday, December 8, 2017
Salary	Wednesday,December 6, 2017	Friday, December 15, 2017
Hourly	Monday, December 11, 2017	Friday, December 22, 2017
Salary	Monday, Dec 18, 2017	Friday, December 29, 2017

Time Admin is scheduled to run at 12:00pm and 11:00pm daily.
 There will be an extra Time Admin run at 2:30pm on the cutoff Monday.

The cutoff Monday schedule will be as follows:
 12:00 Time Entry should be completed
 12:00 - 1:00 Time Admin will convert reported time into payable time
 1:00 - 2:30 Approve payable time and correct exceptions
 2:30 - 3:30 Additional Time Admin to convert corrected exceptions into payable time
 3:30 - 4:30 Approve any remaining payable time\

We ask you to not be entering or approving time when Time Admin is running.