

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

May 2018 Payroll Processing

Mon	Tue	Wed	Thu	Fri
	May 1	May 2 May 1 st BW comp forms, stipends & HR EE changes due 9am May 1 st BW HR Benefit spreadsheet due 9am	May 3 **BW APPROVAL DEADLINE** May 1 st Biweekly/Student time & absence approvals due 5:30pm	May 4
7 HR LOCKOUT – BIWEEKLY 85B1SSC/85B1AC 7AM	8 HR LOCKOUT – BIWEEKLY	9	10	11 May 1 st Biweekly & Student Payday – 85B1
14	15 GA Changes due to HR 9am	16 May 2 nd BW comp forms, stipends & HR EE changes due 9am May 2 nd BW HR Benefit spreadsheet due 9am	17 **BW APPROVAL DEADLINE** May 2 nd Biweekly/Student time & absence approvals due 5:30pm Monthly/Faculty Comp Forms & HR EE changes due 9am	18 MO HR Benefit spreadsheet due 9am
21 HR LOCKOUT – BIWEEKLY 85B2SSC/85B2AC 7AM	22 HR LOCKOUT – BIWEEKLY	23 **MO APPROVAL DEADLINE** Monthly/Faculty/GA Absence & ACA Approvals due 9am	24 HR LOCKOUT – MONTHLY 85M1SSC/85M1AC 7AM	25 HR LOCKOUT – MONTHLY May 2 nd Biweekly & Student Payday – 85B2
28	29	30 June 1 st BW comp forms, stipends & HR EE changes due 9am June 1 st BW HR Benefit spreadsheet due 9am	31 Monthly, Faculty & GA Payday – 85M1 **BW APPROVAL DEADLINE** June 1 st Biweekly/Student time & absence approvals due 5:30pm	June 1

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

Biweekly Pay Periods: 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;
86B1: 5/20/18 – 6/2/18; 86B2: 6/3/18 – 6/16/18