

2018 PAYROLL CALENDAR FOR NON-EXEMPT STAFF, STUDENTS, TRADES STAFF, & TEMPORARY (Revised 11.01.17)

Pay Period: 1st - 15th, 16th - the end of the month

NOVEMBER 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	S 2	3	4
5	6	7	8	P 9	H 10	11
12	13	14	W 15	16	S 17	18
19	20	21	P 22	H 23	H 24	25
26	27	28	29	W 30		

Nov 10: Veterans' Day
 Nov 6 - 17: United Way Campaign
 Nov 22-25: Thanksgiving Break (Students)
 Nov 23-24: Thanksgiving Holiday Staff & Faculty

DECEMBER 2017

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	S 4	5	6	7	P 8	9
10	11	12	13	14	W 15	16
17	S 18	19	20	21	P 22	23
24	H 25	H 26	27	28	29	30
W 31						

Dec 2: Last Class Day
 Dec 4-9: Final Exams
 Dec 10- Jan 7: Winter Break (Students)
 Dec 22: Payday
 Dec 25 - Jan 2: Administrative Offices Closed
 *Dec 27-29: not holidays for trades staff

JANUARY 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	H 1	H 2	S 3	4	5	6
7	8	9	P 10	11	12	13
14	W 15	16	S 17	18	19	20
21	22	23	24	P 25	26	27
28	29	30	W 31			

Jan 8: Winter Quarter Classes Begin
 Jan 15: Martin Luther King Jr.
 Jan 25: 1st United Way Payroll Ded.
 Week of Jan 22: W-2s Mailed Home

FEBRUARY 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	S 2	3
4	5	6	7	8	P 9	10
11	12	13	14	W 15	16	S 17
18	H 19	20	21	22	P 23	24
25	26	27	W 28			

Feb 19: Presidents' Day

MARCH 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	S 2	3
4	5	6	7	8	P 9	10
11	12	13	14	W 15	16	S 17
18	19	20	21	22	P 23	24
25	26	27	28	29	H 30	W 31

Mar 19: Last Class Day
 Mar 20-24: Final Exams
 Mar 25-Apr 2: Spring Break (Students)
 Mar 30: Good Friday

APRIL 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	H* 2	S 3	4	5	6	7
8	9	P 10	11	12	13	14
W 15	16	S 17	18	19	20	21
22	23	24	P 25	26	27	28
29	W 30					

Apr 2: Easter (not a holiday for Law School)
 Apr 3: Spring Quarter Classes Begin
 Apr 5: University Mission Day (Classes Before 1:30PM Cancelled)

MAY 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	S 2	3	4
6	7	8	9	P 10	11	12
13	14	W 15	16	S 17	18	19
20	21	22	23	24	P 25	26
27	H 28	H 29	30	W 31		

May 28: Memorial Day

JUNE 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	S 2
3	4	5	6	7	P 8	9
10	11	12	13	14	W 15	16
17	S 18	19	20	21	22	23
24	P 25	26	27	28	29	W 30

June 11: Last Class Day
 June 12-16: Final Exams
 June 17: Commencement
 June 25 : Summer Quarter Classes Begin
 (1st 4-wk, 8-wk, 10-wk)

JULY 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	S 2	3	H 4	5	6	7
8	9	P 10	11	12	13	14
W 15	16	S 17	18	19	20	21
22	23	24	P 25	26	27	28
29	30	W 31				

July 4: Independence Day
 July 25: FY'19 Staff Salary Implemented
 July 21: Last Class Day (1st 4-wk)
 July 23: First Class Day (2nd 4-wk)

AUGUST 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	S 2	3	4
5	6	7	8	9	P 10	11
12	13	14	W 15	16	S 17	18
19	20	21	22	23	P 24	25
26	27	28	29	30	W 31	

Aug 18: Last Class Day (2nd 4-wk, 8-wk)
 Aug 20: Intersession Classes Begin

SEPTEMBER 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	H 3	S 4	5	6	7	8
9	P 10	11	12	13	14	W 15
16	S 17	18	19	20	21	22
23	24	P 25	26	27	28	29
W 30						

Sept 3: Labor Day
 Sept 1: Last Class Day (10-wk)
 Sept 14: FY'19 Faculty Salary Implemented
 Sept 15: Last Class Day (Intersession)
 Sept 21: President's Welcome for Staff and Faculty
 Sept 26: Fall Quarter Classes Begin

OCTOBER 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	S 2	3	4	5	6	
7	8	9	P 10	11	12	13
14	W 15	16	S 17	18	19	20
21	22	23	24	P 25	26	27
28	29	30	W 31			

Oct 4: Mass of the Holy Spirit (No classes/Offices closed 10-1:30)

NOVEMBER 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	S 2	3
4	5	6	7	8	P 9	10
11	H 12	13	14	W 15	16	S 17
18	19	20	P 21	H 22	H 23	24
25	26	27	28	29	W 30	

Nov 5 - 16: United Way campaign
 Nov 12: Veterans' Day
 Nov 21-24: Thanksgiving Break (Students)
 Nov 22-23: Thanksgiving Holiday for Staff & Faculty

DECEMBER 2018

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	S 3	4	5	6	7	P 8
9	P 10	11	12	13	14	W 15
16	S 17	18	19	20	P 21	22
23	H 24	H 25	26	27	28	29
30	W 31					

Dec 8: Last Class Day
 Dec 10-15: Final Exams
 Dec 16-Jan 6: Winter Break (Students)
 Dec 21: Payday
 Dec 24 - Jan 1: Administrative Offices Closed
 *Dec 26-28: not holidays for trades staff

P Payday

W WTE eSignature due to supervisor
 (or signed Temp Employee Time Report due to supervisor)

S Supervisor's WTE approval deadline to payroll
 (or Temp Employee Time Report due to payroll)

H Holiday

Payroll Office

(206) 296-5880 payroll@seattleu.edu
 O'Brien Center for Athletic Administration (OBRN 200)
 1218 East Cherry Street, Seattle, WA 98122