

Rutgers, The State University
 Division of Payroll Services
 Time and Labor Schedule
 Calendar Year 2018

Payroll Cycle	Time and Labor Cutoff	Pay Date
Hourly	Tuesday, January 2, 2018	Friday, January 5, 2018
Salary	Monday, January 8, 2018	Friday, January 12, 2018
Hourly	Friday, January 12, 2018	Friday, January 19, 2018
Salary	Monday, January 22, 2018	Friday, January 26, 2018
Hourly	Monday, January 29, 2018	Friday, February 2, 2018
Salary	Monday, February 5, 2018	Friday, February 9, 2018
Hourly	Monday, February 12, 2018	Friday, February 16, 2018
Salary	Monday, February 19, 2018	Friday, February 23, 2018
Hourly	Monday, February 26, 2018	Friday, March 2, 2018
Salary	Monday, March 5, 2018	Friday, March 9, 2018
Hourly	Monday, March 12, 2018	Friday, March 16, 2018
Salary	Monday, March 19, 2018	Friday, March 23, 2018
Hourly	Monday, March 26, 2018	Friday, March 30, 2018
Salary	Monday, April 2, 2018	Friday, April 6, 2018
Hourly	Monday, April 9, 2018	Friday, April 13, 2018
Salary	Monday, April 16, 2018	Friday, April 20, 2018
Hourly	Monday, April 23, 2018	Friday, April 27, 2018
Salary	Monday, April 30, 2018	Friday, May 4, 2018
Hourly	Monday, May 7, 2018	Friday, May 11, 2018
Salary	Monday, May 14, 2018	Friday, May 18, 2018
Hourly	Monday, May 21, 2018	Friday, May 25, 2018
Salary	Friday, May 25, 2018	Friday, June 1, 2018
Hourly	Monday, June 4, 2018	Friday, June 8, 2018
Salary	Monday, June 11, 2018	Friday, June 15, 2018
Hourly	Monday, June 18, 2018	Friday, June 22, 2018
Salary	Monday, June 25, 2017	Friday, June 29, 2018
Hourly	Friday, June 29, 2018	Friday, July 6, 2018
Salary	Monday, July 9, 2018	Friday, July 13, 2018
Hourly	Monday, July 16, 2018	Friday, July 20, 2018
Salary	Monday, July 23, 2018	Friday, July 27, 2018
Hourly	Monday, July 30, 2018	Friday, August 3, 2018
Salary	Monday, August 6, 2018	Friday, August 10, 2018
Hourly	Monday, August 13, 2018	Friday, August 17, 2018
Salary	Monday, August 20, 2018	Friday, August 24, 2018
Hourly	Monday, August 27, 2018	Friday, August 31, 2018
Salary	Friday, August 31, 2018	Friday, September 7, 2018
Hourly	Monday, September 10, 2018	Friday, September 14, 2018
Salary	Monday, September 17, 2018	Friday, September 21, 2018
Hourly	Monday, September 24, 2018	Friday, September 28, 2018
Salary	Monday, October 1, 2018	Friday, October 5, 2018
Hourly	Monday, October 8, 2018	Friday, October 12, 2018
Salary	Monday, October 15, 2018	Friday, October 19, 2018
Hourly	Monday, October 22, 2018	Friday, October 26, 2018
Salary	Monday, October 29, 2018	Friday, November 2, 2018
Hourly	Monday,, November 5, 2018	Friday, November 9, 2018
Salary	Monday, November 12, 2018	Friday, November 16, 2018
Hourly	Thursday, November 15, 2018	Friday, November 23, 2018
Salary	Monday, November 26, 2018	Friday, November 30, 2018
Hourly	Thursday, November 29 2018	Friday, December 7, 2018
Salary	Wednesday, December 5, 2018	Friday, December 14, 2018
Hourly	Monday, December 10, 2018	Friday, December 21, 2018
Salary	Monday, Dec 17, 2018	Friday, December 28, 2018

Time Admin is scheduled to run at 12:00pm and 3:00 am 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 - 1:30 Time Admin will convert reported time into payable time
 1:30 - 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 enter or approve time when Time Admin is running.