

# 2017 Rice Payroll Calendar

## January 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
<b>1</b> SM-1 STARTS GR-1 STARTS	<b>2</b> NEW YEARS DAY (OBSERVED HOLIDAY)	<b>3</b> SM-1 PAPERWORK DUE TO HR B2-1 PAPERWORK DUE TO HR	<b>4</b>	<b>5</b>		<b>7</b> B2-1 ENDS
<b>8</b> B2-2 STARTS	<b>9</b> B2 -1 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>10</b>	<b>11</b> B2-2 PAPERWORK DUE TO HR	<b>12</b>	<b>13</b> SM -1 PAYDAY GR-1 PAYDAY SM-2 PAPERWORK DUE TO HR B2 - 1 PAYDAY	<b>14</b>
<b>15</b> SM-1 ENDS GR - 1 ENDS	<b>16</b> SM-2 STARTS GR - 2 STARTS MARTIN LUTHER KING DAY (HOLIDAY)	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> B2 - 2 ENDS
<b>22</b> B2 - 3 STARTS	<b>23</b> B2 -2 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>24</b>	<b>25</b> B2-3 PAPERWORK DUE TO HR	<b>26</b>	<b>27</b> B2 - 2 PAYDAY	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b> SM - 2 ENDS GR - 2 ENDS SM -2 PAYDAY GR-2 PAYDAY SM-3 PAPERWORK DUE TO HR				

# 2017 Rice Payroll Calendar

February 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1 SM - 3 STARTS GR - 3 STARTS	2	3	4 B2 - 3 ENDS
5 B2 - 4 STARTS	6 B2 -3 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	7	8 B2-4 PAPERWORK DUE TO HR	9	10 B2 -3 PAYDAY	11
12	13	14	15 SM-3 ENDS GR - 3 ENDS  SM-3 PAYDAY GR - 3 PAYDAY  SM-4 PAPERWORK DUE TO HR	16 SM - 4 STARTS GR - 4 STARTS	17	18 B2 - 4 ENDS
19 B2 - 5 STARTS	20 B2 -4 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	21	22 B2-5 PAPERWORK DUE TO HR	23	24 B2 - 4 PAYDAY	25
26	27	28 SM - 4 ENDS GR - 4 ENDS  SM - 4 PAYDAY GR - 4 PAYDAY  SM-5 PAPERWORK DUE TO HR				

# 2017 Rice Payroll Calendar

March 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1 SM - 5 STARTS GR - 5 STARTS	2	3	4 B2 - 5 ENDS
5 B2 - 6 STARTS	6 B2 - 5 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	7	8 B2-6 PAPERWORK DUE TO HR	9	10 B2 - 5 PAYDAY	11
12	13	14	15 SM - 5 ENDS GR - 5 ENDS SM - 5 PAYDAY GR - 5 PAYDAY SM-6 PAPERWORK DUE TO HR	16 SM - 6 STARTS GR - 6 STARTS	17	18 B2 - 6 ENDS
19 B2 - 7 STARTS	20 B2 - 6 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	21	22 B2-7 PAPERWORK DUE TO HR	23	24 B2 - 6 PAYDAY	25
26	27	28	29	30	31 SM - 6 ENDS GR - 6 ENDS SM - 6 PAYDAY GR - 6 PAYDAY SM-7 PAPERWORK DUE TO HR	

# 2017 Rice Payroll Calendar

April 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1 SM - 7 STARTS GR - 7 STARTS  B2 - 7 ENDS
2 B2 - 8 STARTS	3 B2 - 7 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	4	5 B2-8 PAPERWORK DUE TO HR	6	7 B2 - 7 PAYDAY	8
9	10	11	12	13	14 SM - 7 PAYDAY GR - 7 PAYDAY  SM-8 PAPERWORK DUE TO HR	15 SM - 7 ENDS GR - 7 ENDS  B2 - 8 ENDS
16 SM - 8 STARTS GR - 8 STARTS  B2 - 9 STARTS	17 B2 - 8 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	18	19 B2-9 PAPERWORK DUE TO HR	20	21 B2 - 8 PAYDAY	22
23	24	25	26	27	28 SM - 8 PAYDAY GR - 8 PAYDAY  SM-9 PAPERWORK DUE TO HR	29 B2 - 9 ENDS
30 SM - 8 ENDS GR - 8 ENDS  B2 - 10 STARTS						

# 2017 Rice Payroll Calendar

May 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
	<b>1</b> SM – 9 STARTS GR – 9 STARTS  B2 -9 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	2	<b>3</b> B2-10 PAPERWORK DUE TO HR	4	<b>5</b> B2 – 9 PAYDAY	6
7	8	9	10	11	12	<b>13</b> B2 – 10 ENDS  END OF ACADEMIC YEAR (B2 STUDENTS)
<b>14</b> B2 – 11 STARTS  START OF SUMMER PERIOD (B2 STUDENTS)	<b>15</b> SM – 9 PAYDAY GR – 9 PAYDAY SM-9 ENDS GR – 9 ENDS SM-10 PAPERWORK DUE TO HR B2 -10 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>16</b> SM – 10 STARTS GR – 10 STARTS	<b>17</b> B2-11 PAPERWORK DUE TO HR	18	<b>19</b> B2 – 10 PAYDAY	20
21	22	23	24	25	26	<b>27</b> B2 – 11 ENDS
<b>28</b> B2 – 12 STARTS	<b>29</b> MEMORIAL DAY (HOLIDAY)	<b>30</b> B2 -11 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>31</b> SM – 10 ENDS GR – 10 ENDS  SM – 10 PAYDAY GR – 10 PAYDAY  SM-11 PAPERWORK DUE TO HR B2-12 PAPERWORK DUE TO HR			

# 2017 Rice Payroll Calendar

June 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
				<b>1</b> SM-11 STARTS GR-11 STARTS B2-12 PAPERWORK DUE TO HR	<b>2</b> B2 - 11 PAYDAY	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b> B2 -12 ENDS
<b>11</b> B2 - 13 STARTS	<b>12</b> B2 -12 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>13</b>	<b>14</b> B2-13 PAPERWORK DUE TO HR	<b>15</b> SM - 11 ENDS GR - 11 ENDS SM - 11 PAYDAY GR - 11 PAYDAY SM-12 PAPERWORK DUE TO HR	<b>16</b> B2 - 12 PAYDAY SM - 12 STARTS GR - 12 STARTS	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> B2 - 13 ENDS
<b>25</b> B2 - 14 STARTS	<b>26</b> B2 -13 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>27</b>	<b>28</b> B2-14 PAPERWORK DUE TO HR	<b>29</b>	<b>30</b> B2 - 13 PAYDAY DAY SM - 12 ENDS GR - 12 ENDS SM - 12 PAYDAY GR - 12 PAYDAY SM-13 PAPERWORK DUE TO HR HR	

# 2017 Rice Payroll Calendar

July 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1 SM – 13 STARTS GR – 13 STARTS
2	3	4	5	6	7	8 B2 – 14 ENDS
9 B2 – 15 STARTS	10 B2 -14 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	11	12 B2-15 PAPERWORK DUE TO HR	13	14 SM – 13 PAYDAY GR – 13 PAYDAY  SM-14 PAPERWORK DUE TO HR  B2 – 14 PAYDAY	15 SM – 13 ENDS GR – 13 ENDS
16 SM-14 STARTS GR-14 STARTS	17	18	19	20	21	22 B2 – 15 ENDS
23 B2 – 16 STARTS	24 B2 -15 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	25	26 B2-16 PAPERWORK DUE TO HR	27	28 B2 – 15 PAYDAY	29
30	31 SM – 14 ENDS GR – 14 ENDS SM – 14 PAYDAY GR – 14 PAYDAY SM-15 PAPERWORK DUE TO HR					

# 2017 Rice Payroll Calendar

August 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 SM – 15 STARTS GR – 15 STARTS	2	3	4	5 B2-16 ENDS
6 B2-17 STARTS	7 B2 -16 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	8	9 B2-17 PAPERWORK DUE TO HR	10	11 B2 – 16 PAYDAY	12
13	14	15 SM – 15 ENDS GR – 15 ENDS  SM – 15 PAYDAY GR – 15 PAYDAY  SM-16 PAPERWORK DUE TO HR	16 SM – 16 STARTS GR – 16 STARTS	17	18	19 B2-17 ENDS  END OF SUMMER PERIOD (B2 STUDENTS)
20 B2-18 STARTS  START OF ACADEMIC YEAR (B2 STUDENTS)	21 B2 -17 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	22	23 B2-18 PAPERWORK DUE TO HR	24	25 B2 – 17 PAYDAY	26
27	28	29	30	31 SM – 16 ENDS GR – 16 ENDS  SM – 16 PAYDAY GR – 16 PAYDAY  SM – 17 PAPERWORK DUE TO HR		

# 2017 Rice Payroll Calendar

September 2017						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1 SM - 17 STARTS GR - 17 STARTS	2 B2-18 ENDS
3 B2-19 STARTS	4	5 B2 -18 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	6 B2-19 PAPERWORK DUE TO HR	7	8 B2 - 18 PAYDAY	9
10	11	12	13	14	15 SM - 17 ENDS GR - 17 ENDS  SM - 17 PAYDAY GR - 17 PAYDAY  SM - 18 PAPERWORK DUE TO HR	16 SM - 18 STARTS GR - 18 STARTS  B2-19 ENDS
17 B2-20 STARTS	18 B2 -19 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	19	20 B2-20 PAPERWORK DUE TO HR	21	22 B2 - 19 PAYDAY	23
24	25	26	27	28	29 SM - 18 PAYDAY GR - 18 PAYDAY  SM - 19 PAPERWORK DUE TO HR	30 SM - 18 ENDS GR - 18 ENDS  B2-20 ENDS

# 2017 Rice Payroll Calendar

## October 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
<b>1</b> SM – 19 STARTS GR – 19 STARTS B2-21 STARTS	<b>2</b> B2 -20 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>3</b>	<b>4</b> B2-21 PAPERWORK DUE TO HR	<b>5</b>	<b>6</b> B2 – 20 PAYDAY	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> SM – 19 PAYDAY GR – 19 PAYDAY SM – 20 PAPERWORK DUE TO HR	<b>14</b> B2-21 ENDS
<b>15</b> SM – 19 ENDS GR – 19 ENDS B2-22 STARTS	<b>16</b> SM-20 STARTS GR-20 STARTS B2 - 21 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>17</b>	<b>18</b> B-22 PAPERWORK DUE TO HR	<b>19</b>	<b>20</b> B2 – 21 PAYDAY	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> B2 – 22 ENDS
<b>29</b> B2-23 STARTS	<b>30</b> B2 -22 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>31</b> SM – 20 ENDS / GR – 20 ENDS SM – 20 PAYDAY / GR – 20 PAYDAY SM – 21 PAPERWORK DUE TO HR				

# 2017 Rice Payroll Calendar

## November 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
			<b>1</b> SM – 21 STARTS GR – 21 STARTS  B2-23 PAPERWORK DUE TO HR	2	<b>3</b> B2 – 22 PAYDAY	4
5	6	7	8	9	10	<b>11</b> B2-23 ENDS
<b>12</b> B2-24 STARTS	<b>13</b> B2 - 23 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	14	<b>15</b> SM – 21 ENDS GR – 21 ENDS SM-21 PAYDAY GR – 21 PAYDAY  SM-22 PAPERWORK DUE TO HR B2-24 PAPERWORK DUE TO HR	<b>16</b> SM – 22 STARTS GR – 22 STARTS	<b>17</b> B2 – 23 PAYDAY	18
19	20	21	22	23	24	<b>25</b> B2-24 ENDS
<b>26</b> B2-25 STARTS	<b>27</b> B2 - 24 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	28	<b>29</b> B2-25 PAPERWORK DUE TO HR	<b>30</b> SM – 22 ENDS GR – 22 ENDS SM-22 PAYDAY GR – 22 PAYDAY SM – 23 PAPERWORK DUE TO HR		

# 2017 Rice Payroll Calendar

## December 2017

SUN	MON	TUES	WED	THUR	FRI	SAT
					<b>1</b> SM – 23 STARTS GR – 23 STARTS  B2 – 24 PAYDAY	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b> B2-25 ENDS
<b>10</b> B2-26 STARTS	<b>11</b> B2 - 25 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>12</b>	<b>13</b> B2-26 PAPERWORK DUE TO HR	<b>14</b>	<b>15</b> SM – 23 ENDS GR – 23 ENDS SM-23 PAYDAY GR – 23 PAYDAY SM – 24 PAPERWORK DUE TO HR B2 – 25 PAYDAY	<b>16</b> SM – 24 STARTS GR – 24 STARTS
<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b> B2 - 26 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	<b>21</b>	<b>22</b>	<b>23</b> B2-26 ENDS
<b>24</b> B2-1 STARTS (2018)	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> SM-24 PAYDAY GR – 24 PAYDAY  B2 – 26 PAYDAY	<b>30</b>
<b>31</b> SM – 24 ENDS GR – 24 ENDS						