



The Southern Baptist Theological Seminary

2825 Lexington Road • Louisville, Kentucky 40280 • Toll Free 1 800 626-5525

2017 Bi-Weekly Payroll Schedule

Payday	Pay Period	Supervisor Sign-Off
January 6	12/19/16 - 1/1/17	January 3
January 20	1/2/17 - 1/15/17	January 17
February 3	1/16/17 - 1/29/17	January 30
February 17	1/30/17 - 2/12/17	February 13
March 3	2/13/17 - 2/26/17	February 27
March 17	2/27/17 - 3/12/17	March 13
March 31	3/13/17 - 3/26/17	March 27
April 14	3/27/17 - 4/9/17	April 10
April 28	4/10/17 - 4/23/17	April 24
May 12	4/24/17 - 5/7/17	May 8
May 26	5/8/17 - 5/21/17	May 22
June 9	5/22/17 - 6/4/17	June 5
June 23	6/5/17 - 6/18/17	June 19
July 7	6/19/17 - 7/2/17	July 3
July 21	7/3/17 - 7/16/17	July 17
August 4	7/17/17 - 7/30/17	July 31
August 18	7/31/17 - 8/13/17	August 14
September 1	8/14/17 - 8/27/17	August 28
September 15	8/28/17 - 9/10/17	September 11
September 29	9/11/17 - 9/24/17	September 25
October 13	9/25/17 - 10/8/17	October 9
October 27	10/9/17 - 10/22/17	October 23
November 10	10/23/17 - 11/5/17	November 6
November 24	11/6/17 - 11/19/17	November 20
December 8	11/20/17 - 12/3/17	December 4
December 22	12/4/17 - 12/17/17	December 18

In order to ensure that Bi-weekly payrolls are processed in an efficient manner, and therefore employees are paid in a timely fashion, TimeClock must be approved by 10:00 a.m. of the noted Supervisor sign-off dates.