



# THE SOUTHERN BAPTIST THEOLOGICAL SEMINARY

## 2018 Bi-Weekly Payroll Schedule

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

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.