

2017 -18 Payroll Changes

Payroll Deadline Changes

Throughout the academic year there are changes to the regular payroll deadline due to holidays that fall on pay days. The time sheet approval deadline changes are noted below for your advanced preparation. Any time sheets approved after the deadline are subject to late processing of payments.

Massachusetts Employment Law requires all payments to be processed within six days of the end of the pay period. Our pay periods are from Sunday to Saturday of each week. To maintain compliance, we need supervisors to have time sheets approved by Tuesday in order to make payments available by Friday.

STANDARD PAYROLL DEADLINE	
STUDENTS	SUPERVISORS
Monday by Noon	Tuesday by Noon
<i>We recommend setting a reminder in Outlook to stay on top of the weekly deadline!</i>	

Deadline Changes

	Holiday	Student	Supervisor	Pay Day
2017	Independence Day, July 4	Monday, July 3 by Noon	Monday, July 3 by 4 PM	Friday, July 7
	Thanksgiving Break, November 23 -24	Sunday, November 19 by Noon	Monday, November 20 by 9 AM	Wednesday, November 22

Annually there are holidays that fall on a Monday – these payroll deadlines do not change. Please note these dates below for the 2017-18 year.

Holidays Without Deadline Change

	Holiday	Student	Supervisor	Pay Day
2017	Labor Day, September 4	Monday, September 4 by Noon	Tuesday, September 5 by Noon	Friday, September 8
	Columbus Day, October 9	Monday, October 9 by Noon	Tuesday, October 10 by Noon	Friday, October 13
	Christmas Break, December 24-25	Monday, December 25 by Noon	Tuesday, December 26 by Noon	Friday, December 29
2018	New Year's Day, January 1	Monday, January 1 by Noon	Tuesday, January 2 by Noon	Friday, January 5
	Martin Luther King Jr Day, January 15	Monday, January 15 by Noon	Tuesday, January 16 by Noon	Friday, January 19
	Presidents Day, February 19	Monday, February 19 by Noon	Tuesday, February 20 by Noon	Friday, February 23
	Patriots Day, April 16	Monday, April 16 by Noon	Tuesday, April 17 by Noon	Friday, April 20
	Memorial Day, May 28	Monday, May 28 by Noon	Tuesday, May 29 by Noon	Friday, June 1