

2018 -19 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
2018-19	Thanksgiving Break, November 22 -23	Sunday, November 18 by Noon	Monday, November 19 by 9 AM	Wednesday, November 21
	Christmas, December 25	Sunday, December 23 by Noon	Monday, December 24 by 9 AM	Friday, December 28
	New Year's Day, January 1	Sunday, December 30 by Noon	Monday, December 31 by 9 AM	Friday, January 4

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 Changes

	Holiday	Student	Supervisor	Pay Day
2018	Labor Day, September 3	Monday, September 3 by Noon	Tuesday, September 4 by Noon	Friday, September 7
	Columbus Day, October 8	Monday, October 8 by Noon	Tuesday, October 9 by Noon	Friday, October 12
	Veteran's Day, November 12	Monday, November 12 by Noon	Tuesday, November 13 by Noon	Friday, November 16
2019	Martin Luther King Jr Day, January 21	Monday, January 21 by Noon	Tuesday, January 22 by Noon	Friday, January 25
	Presidents Day, February 18	Monday, February 18 by Noon	Tuesday, February 19 by Noon	Friday, February 22
	Patriots Day, April 15	Monday, April 15 by Noon	Tuesday, April 16 by Noon	Friday, April 19
	Memorial Day, May 27	Monday, May 27 by Noon	Tuesday, May 28 by Noon	Friday, May 31
	Independence Day, July 4	Monday, July 2 by Noon	Tuesday, July 3 by Noon	Friday, July 6