

**LEHMAN COLLEGE
PAYROLL & HUMAN RESOURCES
HOURLY & EXCEPTIONAL EMPLOYEES CUTOFF SCHEDULE 2017**

CLASSIFICATION	PR TYPE	CHECK DATE	PERIOD COVER		HUMAN RESOURCES DEADLINE	PAYROLL DEADLINE	PERIOD NUMBER
Hourly Employees	Lag	<i>February 2, 2017</i>	12/25/16	- 01/07/17	January 9, 2017	January 12, 2017	22
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>February 16, 2017</i>	01/08/17	- 01/21/17	January 23, 2017	January 26, 2017	23
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>March 2, 2017</i>	01/22/17	- 02/04/17	February 6, 2017	February 9, 2017	24
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>March 16, 2017</i>	02/05/17	- 02/18/17	February 20, 2017	February 23, 2017	25
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>March 30, 2017</i>	02/19/17	- 03/04/17	March 6, 2017	March 9, 2017	26
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>April 13, 2017</i>	03/05/17	- 03/18/17	March 20, 2017	March 23, 2017	1
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>April 27, 2017</i>	03/19/17	- 04/01/17	April 3, 2017	April 6, 2017	2
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>May 11, 2017</i>	04/02/17	- 04/15/17	April 17, 2017	April 20, 2017	3
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>May 25, 2017</i>	04/16/17	- 04/29/17	May 1, 2017	May 4, 2017	4
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>June 8, 2017</i>	04/30/17	- 05/13/17	May 15, 2017	May 18, 2017	5
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>June 22, 2017</i>	05/14/17	- 05/27/17	May 29, 2017	June 1, 2017	6
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>July 6, 2017</i>	05/28/17	- 06/10/17	June 12, 2017	June 15, 2017	7
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>July 20, 2017</i>	06/11/17	- 06/24/17	June 26, 2017	June 29, 2017	8
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>August 3, 2017</i>	06/25/17	- 07/08/17	July 10, 2017	July 13, 2017	9
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>August 17, 2017</i>	07/09/17	- 07/22/17	July 24, 2017	July 27, 2017	10
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>August 31, 2017</i>	07/23/17	- 08/05/17	August 7, 2017	August 10, 2017	11
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>September 14, 2017</i>	08/06/17	- 08/19/17	August 21, 2017	August 24, 2017	12
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>September 28, 2017</i>	08/20/17	- 09/02/17	September 4, 2017	September 7, 2017	13
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>October 12, 2017</i>	09/03/17	- 09/16/17	September 18, 2017	September 21, 2017	14
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>October 26, 2017</i>	09/17/17	- 09/30/17	October 2, 2017	October 5, 2017	15
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>November 9, 2017</i>	10/01/17	- 10/14/17	October 16, 2017	October 19, 2017	16
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>November 23, 2017</i>	10/15/17	- 10/28/17	October 30, 2017	November 2, 2017	17
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>December 7, 2017</i>	10/29/17	- 11/11/17	November 13, 2017	November 16, 2017	18
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>December 21, 2017</i>	11/12/17	- 11/25/17	November 27, 2017	November 30, 2017	19
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>January 4, 2018</i>	11/26/17	- 12/09/17	December 11, 2017	December 14, 2017	20
Blue Collar/OT/Shift/Holiday							
Hourly Employees	Lag	<i>January 18, 2018</i>	12/10/17	- 12/23/17	December 25, 2017	December 28, 2017	21
Blue Collar/OT/Shift/Holiday							

Timesheets must be submitted to the Human Resources Office on the **Monday following the end of the pay period.
(Early time sheet submission due to holiday)**