

MEMO TO: All Faculty and Staff

FROM: Dorene Spotts, Fiscal Manager

SUBJECT: Revised Payroll Schedule for Fiscal Year 2018

The University's planned schedule of paycheck issuance is bi-weekly, with checks issued every other Friday (a holiday falling on a payday advances the paycheck issuance).

DATES TO REMEMBER:

- Faculty members on 9-month contracts who wish to be paid on a 12-month basis should submit a 9- Month Faculty Pay Option Selection form to Payroll Department by July 31, 2017. This form can be found on our website at <http://www.utoledo.edu/offices/controller/payroll/forms.html>.
- Students switching from a non-exempt student position to an exempt student position need to submit a new OPERS exemption request within 30 days of the start date of their exempt position to end OPERS contributions. Students who are non-exempt are required to contribute to OPERS. The form can be found at <http://www.utoledo.edu/offices/controller/payroll/forms.html>.

You may obtain an electronic version of this schedule on the payroll website at <http://www.utoledo.edu/offices/controller/payroll/schedules.html>. If you have any questions, please contact the Payroll Department at 530-8780 or visit the [payroll website](#) for FAQ's.

Paid Holidays

	Academic on Both Campuses	Clinical At HSC
Independence Day	Tuesday, July 4, 2017	Same as Academic
Labor Day	Monday, September 4, 2017	Same as Academic
Veteran's Day	Friday, November 10, 2017	Saturday, November 11, 2017
Thanksgiving Day	Thursday, November 23, 2017	Same as Academic
President's Day (Flex)	Friday, November 24, 2017	Same as Academic
Christmas Day	Monday, December 25, 2017	Same as Academic
Columbus Day (Flex)	Tuesday, December 26, 2017	Sunday, December 24, 2017
New Year's Day	Monday, January 1, 2018	Same as Academic
Martin Luther King Day	Monday, January 15, 2018	Same as Academic
Memorial Day	Monday, May 28, 2018	Same as Academic

DEADLINE CHANGE

ONLINE TIMESHEET APPROVAL: Due 3:00 pm Monday of pay week.

Who should I contact with questions/problems with API, Online Timesheets, Online Leave Reporting, and Absence Reports? Any questions or problems should be emailed to payroll@utoledo.edu instead of an individual payroll employee in order for us to serve you as quickly as possible.

What are normal weekly deadlines for Timecards, API, Timesheets, Direct Deposit, and Deduction changes? (Holidays may cause these dates to be moved up).

- Timecards: Due by 5:00 pm on non-payroll Friday.
- API close: 11:00 am on non-payroll Thursday.
- Online Timesheets: Due by 12:00 Midnight Sunday of pay week.
- Online Timesheet Approval: Due 3:00 pm Monday of pay week.
- Changes to Federal and State tax withholding: Must be updated in MyUT by non-payroll Thursday.
- Changes to Direct Deposit: Must be updated in MyUT by Monday of pay week.

Holidays that cause a change to the normal schedule deadlines are noted below.

Pay No.	Pay Day	Main Campus Timecards Due	API Close	Online Time Sheet Submission	Online Supervisor Approval	Special Notes
14	7/7/2017	6/29/2017	6/28/2017	7/2/2017	7/3/2017	Holiday Change
15	7/21/2017	7/14/2017	7/13/2017	7/16/2017	7/17/2017	
16	8/4/2017	7/28/2017	7/27/2017	7/30/2017	7/31/2017	
17	8/18/2017	8/11/2017	8/10/2017	8/13/2017	8/14/2017	
18	9/1/2017	8/25/2017	8/24/2017	8/27/2017	8/28/2017	
19	9/15/2017	9/8/2017	9/7/2017	9/10/2017	9/11/2017	
20	9/29/2017	9/22/2017	9/21/2017	9/24/2017	9/25/2017	
21	10/13/2017	10/6/2017	10/5/2017	10/8/2017	10/9/2017	
22	10/27/2017	10/20/2017	10/19/2017	10/22/2017	10/23/2017	
23	11/9/2017	11/2/2017	11/1/2017	11/2/2017	11/3/2017	Holiday Change
24	11/22/2017	11/15/2017	11/14/2017	11/15/2017	11/16/2017	Holiday Change
25	12/8/2017	12/1/2017	11/30/2017	12/3/2017	12/4/2017	
26	12/22/2017	12/15/2017	12/14/2017	12/17/2017	12/18/2017	
1	1/5/2018	12/28/2017	12/27/2017	12/28/2017	12/29/2017	Holiday Change
2	1/19/2018	1/11/2018	1/10/2018	1/11/2018	1/12/2018	Holiday Change
3	2/2/2018	1/26/2018	1/25/2018	1/28/2018	1/29/2018	
4	2/16/2018	2/9/2018	2/8/2018	2/11/2018	2/12/2018	
5	3/2/2018	2/23/2018	2/22/2018	2/25/2018	2/26/2018	
6	3/16/2018	3/9/2018	3/8/2018	3/11/2018	3/12/2018	
7	3/30/2018	3/23/2018	3/22/2018	3/25/2018	3/26/2018	
8	4/13/2018	4/6/2018	4/5/2018	4/8/2018	4/9/2018	
9	4/27/2018	4/20/2018	4/19/2018	4/22/2018	4/23/2018	
10	5/11/2018	5/4/2018	5/3/2018	5/6/2018	5/7/2018	
11	5/25/2018	5/18/2018	5/17/2018	5/20/2018	5/21/2018	
12	6/8/2018	6/1/2018	5/31/2018	6/3/2018	6/4/2018	
13	6/22/2018	6/15/2018	6/14/2018	6/17/2018	6/18/2018	
14	7/6/2018	6/29/2018	6/28/2018	7/1/2018	7/2/2018	
15	7/20/2018	7/13/2018	7/12/2018	7/15/2018	7/16/2018	