

Fiscal Year 2017 PHR/Payroll Control Schedule

Fiscal Year & PP #	Pay Period Start Date	Pay Period End Date	Pay Check Issue Date \$\$\$	Timesheet Approval Cut-off Date	NRA Paperwork Due to Payroll	SRA & Other Deduction Docs Due to Payroll	Final Docs Due to CPB	CREATE & APPROVE PHR Time Entry & Pay Adjustments	VIEW Pay Calculation Screen	APPROVE Pay Calculation Screen (by noon of last day)	Teacher Retirement & UMCP/UMBC Parking & Transit Pass Deductions Taken	Health Plans Deduction Taken
FY16 26	06-12-16	06-25-16	07-01-16	07-02-16	06-14-16	06-21-16	06-23-16	06-13-16 thru 06-21-16	06-15-16 thru 06-21-16	06-22-16 thru 06-23-16	NO	YES (22 pay employees not paid)
FY17 01	06-26-16	07-09-16	07-15-16	07-16-16	06-28-16	07-05-16	07-07-16	06-27-16 thru 07-05-16	06-29-16 thru 07-05-16	07-06-16 thru 07-07-16	NO	YES (22 pay employees not paid)
FY17 02	07-10-16	07-23-16	07-29-16	07-30-16	07-12-16	07-19-16	07-21-16	07-11-16 thru 07-19-16	07-13-16 thru 07-19-16	07-20-16 thru 07-21-16	NO	YES (22 pay employees not paid)
FY17 03	07-24-16	08-06-16	08-12-16	08-13-16	07-26-16	08-02-16	08-04-16	07-25-16 thru 08-02-16	07-27-16 thru 08-02-16	08-03-16 thru 08-04-16	NO	YES (22 pay employees not paid)
FY17 04	08-07-16	08-20-16	08-26-16	08-27-16	08-09-16	08-16-16	08-18-16	08-08-16 thru 08-16-16	08-10-16 thru 08-16-16	08-17-16 thru 08-18-16	NO	YES
FY17 05	08-21-16	09-03-16	09-09-16	09-10-16	08-23-16	08-29-16	08-31-16	08-22-16 thru 08-29-16	08-24-16 thru 08-29-16	08-30-16 thru 08-31-16	YES	YES
FY17 06	09-04-16	09-17-16	09-23-16	09-24-16	09-06-16	09-13-16	09-15-16	09-05-16 thru 09-13-16	09-07-16 thru 09-13-16	09-14-16 thru 09-15-16	YES	YES
FY17 07	09-18-16	10-01-16	10-07-16	10-08-16	09-20-16	09-27-16	09-29-16	09-19-16 thru 09-27-16	09-21-16 thru 09-27-16	09-28-16 thru 09-29-16	YES	YES
FY17 08	10-02-16	10-15-16	10-21-16	10-22-16	10-04-16	10-11-16	10-13-16	10-03-16 thru 10-11-16	10-05-16 thru 10-11-16	10-12-16 thru 10-13-16	YES	YES
FY17 09	10-16-16	10-29-16	11-04-16	11-05-16	10-18-16	10-25-16	10-27-16	10-17-16 thru 10-25-16	10-19-16 thru 10-25-16	10-26-16 thru 10-27-16	YES	NO
FY17 10	10-30-16	11-12-16	11-18-16	11-19-16	11-01-16	11-07-16	11-09-16	10-31-16 thru 11-08-16	11-02-16 thru 11-08-16	11-09-16 thru 11-10-16	YES	YES
FY17 11	11-13-16	11-26-16	12-02-16	12-03-16	11-15-16	11-18-16	11-22-16	11-14-16 thru 11-21-16	11-16-16 thru 11-21-16	11-22-16 thru 11-23-16	YES	YES
FY17 12	11-27-16	12-10-16	12-16-16	12-17-16	11-29-16	12-06-16	12-08-16	11-28-16 thru 12-06-16	11-30-16 thru 12-06-16	12-07-16 thru 12-08-16	YES	YES
FY17 13	12-11-16	12-24-16	12-30-16	12-31-16	12-13-16	12-19-16	12-21-16	12-12-16 thru 12-19-16	12-14-16 thru 12-19-16	12-20-16 thru 12-21-16	YES	YES
FY17 14	12-25-16	01-07-17	01-13-17	01-14-17	12-19-16	01-03-17	01-05-17	12-26-16 thru 01-03-17	12-28-16 thru 01-03-17	01-04-17 thru 01-05-17	YES	YES
FY17 15	01-08-17	01-21-17	01-27-17	01-28-17	01-10-17	01-17-17	01-19-17	01-09-17 thru 01-17-17	01-11-17 thru 01-17-17	01-18-17 thru 01-19-17	YES	YES
FY17 16	01-22-17	02-04-17	02-10-17	02-11-17	01-24-17	01-31-17	02-02-17	01-23-17 thru 01-31-17	01-25-17 thru 01-31-17	02-01-17 thru 02-02-17	YES	YES
FY17 17	02-05-17	02-18-17	02-24-17	02-25-17	02-07-17	02-13-17	02-15-17	02-06-17 thru 02-13-17	02-08-17 thru 02-13-17	02-14-17 thru 02-15-17	YES	YES
FY17 18	02-19-17	03-04-17	03-10-17	03-11-17	02-21-17	02-28-17	03-02-17	02-20-17 thru 02-28-17	02-22-17 thru 02-28-17	03-01-17 thru 03-02-17	YES	YES
FY17 19	03-05-17	03-18-17	03-24-17	03-25-17	03-07-17	03-14-17	03-16-17	03-06-17 thru 03-14-17	03-08-17 thru 03-14-17	03-15-17 thru 03-16-17	YES	YES
FY17 20	03-19-17	04-01-17	04-07-17	04-08-17	03-17-17	03-28-17	03-30-17	03-20-17 thru 03-28-17	03-22-17 thru 03-28-17	03-29-17 thru 03-30-17	YES	YES
FY17 21	04-02-17	04-15-17	04-21-17	04-22-17	04-04-17	04-11-17	04-13-17	04-03-17 thru 04-11-17	04-05-17 thru 04-11-17	04-12-17 thru 04-13-17	YES	YES
FY17 22	04-16-17	04-29-17	05-05-17	05-06-17	04-18-17	04-25-17	04-27-17	04-17-17 thru 04-25-17	04-19-17 thru 04-25-17	04-26-17 thru 04-27-17	YES	NO
FY17 23	04-30-17	05-13-17	05-19-17	05-20-17	05-02-17	05-09-17	05-11-17	05-01-17 thru 05-09-17	05-03-17 thru 05-09-17	05-10-17 thru 05-11-17	YES	YES
FY17 24	05-14-17	05-27-17	06-02-17	06-03-17	05-16-17	05-22-17	05-24-17	05-15-17 thru 05-22-17	05-17-17 thru 05-22-17	05-23-17 thru 05-24-17	YES	YES
FY17 25	05-28-17	06-10-17	06-16-17	06-17-17	05-30-17	06-06-17	06-08-17	05-29-17 thru 06-06-17	05-31-17 thru 06-06-17	06-07-17 thru 06-08-17	NO	YES (x5 for 22 pay employees)
FY17 26	06-11-17	06-24-17	06-30-17	07-01-17	06-13-17	06-20-17	06-22-17	06-12-17 thru 06-20-17	06-14-17 thru 06-20-17	06-21-17 thru 06-22-17	NO	YES (22 pay employees not paid)
FY18 01	06-25-17	07-08-17	07-14-17	07-15-17	06-27-17	07-03-17	07-05-17	06-26-17 thru 07-04-17	06-28-17 thru 07-04-17	07-05-17 thru 07-06-17	NO	YES (22 pay employees not paid)

Last Pay Period in FY16 using the leap-year factor of 26.142857

FY17 uses the non-leap year factor of 26.071428

Pay date/deadline date changed due to CPB request/holiday scheduling.

In PP25 Health Plans & Group Life are multi-deducted prior to the inactivation of deductions for 22 pay employees