

University of Portland Payroll Schedule 2017 – Hourly Semi-Monthly Employees

| Pay Grp | Pay Period Begin | Pay Period End | Timesheet Due (3:00 PM) | Approval Due (9:00 AM) | Check Date |
|----------------|-------------------------|-----------------------|------------------------------------|-----------------------------------|-------------------|
| S1-1 | 12/16/2016 | 12/31/2016 | 12/23/2016 | 1/2/2017 | 1/5/2017 |
| S1-2 | 1/1/2017 | 1/15/2017 | 1/16/2017 | 1/17/2017 | 1/20/2017 |
| S1-3 | 1/16/2017 | 1/31/2017 | 1/30/2017 | 1/31/2017 | 2/3/2017 |
| S1-4 | 2/1/2017 | 2/15/2017 | 2/13/2017 | 2/14/2017 | 2/17/2017 |
| S1-5 | 2/18/2017 | 2/28/2017 | 2/27/2017 | 2/28/2017 | 3/3/2017 |
| S1-6 | 3/1/2017 | 3/15/2017 | 3/14/2017 | 3/15/2017 | 3/20/2017 |
| S1-7 | 3/16/2017 | 3/31/2017 | 3/30/2017 | 3/31/2017 | 4/5/2017 |
| S1-8 | 4/1/2017 | 4/15/2017 | 4/13/2017 | 4/17/2017 | 4/20/2017 |
| S1-9 | 4/16/2017 | 4/30/2017 | 5/1/2017 | 5/2/2017 | 5/5/2017 |
| S1-10 | 5/1/2017 | 5/15/2017 | 5/15/2017 | 5/16/2017 | 5/19/2017 |
| S1-11 | 5/16/2017 | 5/31/2017 | 5/30/2017 | 5/31/2017 | 6/5/2017 |
| S1-12 | 6/1/2017 | 6/15/2017 | 6/14/2017 | 6/15/2017 | 6/20/2017 |
| S1-13 | 6/16/2017 | 6/30/2017 | 6/28/2017 | 6/29/2017 | 7/5/2017 |
| S1-14 | 7/1/2017 | 7/15/2017 | 7/14/2017 | 7/17/2017 | 7/20/2017 |
| S1-15 | 7/16/2017 | 7/31/2017 | 7/31/2017 | 8/1/2017 | 8/4/2017 |
| S1-16 | 8/1/2017 | 8/15/2017 | 8/14/2017 | 8/15/2017 | 8/18/2017 |
| S1-17 | 8/16/2017 | 8/31/2017 | 8/29/2017 | 8/30/2017 | 9/5/2017 |
| S1-18 | 9/1/2017 | 9/15/2017 | 9/14/2017 | 9/15/2017 | 9/20/2017 |
| S1-19 | 9/16/2017 | 9/30/2017 | 9/29/2017 | 10/2/2017 | 10/5/2017 |
| S1-20 | 10/1/2017 | 10/15/2017 | 10/16/2017 | 10/17/2017 | 10/20/2017 |
| S1-21 | 10/16/2017 | 10/31/2017 | 10/30/2017 | 10/31/2017 | 11/3/2017 |
| S1-22 | 11/1/2017 | 11/15/2017 | 11/14/2017 | 11/15/2017 | 11/20/2017 |
| S1-23 | 11/16/2017 | 11/30/2017 | 11/29/2017 | 11/30/2017 | 12/5/2017 |
| S1-24 | 12/1/2017 | 12/15/2017 | 12/14/2017 | 12/15/2017 | 12/20/2017 |