

Alabama A&M University Institutional/Work-Study 2018 Payroll Schedule

**ALL STUDENT EMPLOYMENT CATEGORIES: NO WORK IS TO BE PERFORMED ON
FEDERAL OBSERVED HOLIDAYS & OFFICIAL UNIVERSITY CLOSINGS.**

**FEDERAL COLLEGE WORK-STUDY EMPLOYMENT CATEGORY: NO WORK SHOULD BE
PERFORMED DURING THE WEEK OF FINAL EXAMS AND BREAK (I.E. SPRING BREAK).**

***Banks are closed on federal holidays; therefore payments may be received later than scheduled.**

Student Employees

- “Submit for Approval” your completed time sheet by the end of your shift on your last working day of the Pay Period. You **will not** be able to access your time sheet after **11:59 p.m.** on the last working day of the Pay Period.

Approvers

- “Approve” Time Sheets by 2:00 p.m. on the “Approval Date” for the Pay Period. You **will not** be able to approve time sheets after **2:00 p.m.**

PLEASE NOTE: Time Sheets that are not submitted and approved by the deadline will result in delay of pay.

Pay #	Pay Period Dates	Student Submission Date	Approvers Approval Date	Pay Date	Bank Observed Federal Holidays
1	12/23/2017 – 01/05/2018	01/08/2018	01/09/2018	01/12/2018	*New Year’s Day 01/01
2	01/06/2018 – 01/19/2018	01/19/2018	01/22/2018	01/26/2018	*MLK Day 01/15
3	01/20/2018 – 02/02/2018	02/02/2018	02/05/2018	02/09/2018	
4	02/03/2018 – 02/16/2018	02/16/2018	02/19/2018	02/23/2018	*Presidents’ Day 02/19
5	02/17/2018 – 03/02/2018	03/02/2018	03/05/2018	03/09/2018	
6	03/03/2018 – 03/16/2018	03/16/2018	03/19/2018	03/23/2018	
7	03/17/2018 – 03/30/2018	03/30/2018	04/02/2018	04/06/2018	
8	03/31/2018 – 04/13/2018	04/13/2018	04/16/2018	04/20/2018	
9	04/14/2018 – 04/27/2018	04/27/2018	04/30/2018	05/04/2018	
10	04/28/2018 – 05/11/2018	05/11/2018	05/14/2018	05/18/2018	
11	05/12/2018 – 05/25/2018	05/25/2018	05/29/2018	06/01/2018	*Memorial Day 05/28
12	05/26/2018 – 06/08/2018	06/08/2018	06/11/2018	06/15/2018	
13	06/09/2018 – 06/22/2018	06/22/2018	06/25/2018	06/29/2018	
14	06/23/2018 – 07/06/2018	07/06/2018	07/09/2018	07/13/2018	*Independence Day 07/04
15	07/07/2018 – 07/20/2018	07/20/2018	07/23/2018	07/27/2018	
16	07/21/2018 – 08/03/2018	08/03/2018	08/06/2018	08/10/2018	
17	08/04/2018 – 08/17/2018	08/17/2018	08/20/2018	08/24/2018	
18	08/18/2018 – 08/31/2018	08/31/2018	09/04/2018	09/07/2018	*Labor Day 09/03
19	09/01/2018 – 09/14/2018	09/14/2018	09/17/2018	09/21/2018	
20	09/15/2018 – 09/28/2018	09/28/2018	10/01/2018	10/05/2018	
21	09/29/2018 – 10/12/2018	10/12/2018	10/15/2018	10/19/2018	*Columbus Day 10/08
22	10/13/2018 – 10/26/2018	10/26/2018	10/29/2018	11/02/2018	
23	10/27/2018 – 11/09/2018	11/09/2018	11/12/2018	11/16/2018	*Veterans Day 11/11
24	11/10/2018 – 11/23/2018	11/20/2018	11/26/2018	11/30/2018	*Thanksgiving Day 11/22
25	11/24/2018 – 12/07/2018	12/07/2018	12/10/2018	12/14/2018	
26	12/08/2018 – 12/21/2018	12/21/2018	12/24/2018	01/04/2019	*Christmas Day 12/25