

VITERBO UNIVERSITY
PAYROLL PERIODS AND PAYDATES

2018 - 2019

Viterbo University employees are paid twice monthly, on the 10th and 25th of each month. When payday falls on a weekend or holiday, the checks will be issued on the closest working day. The normal pay period begins on the 1st and 16th of each month. New employees must have a completed W-4 and I-9 form on file in the Business Office before a payroll check can be processed. Student employment is coordinated with the Financial Aid Office.

Hourly personnel and student employees must complete a timecard before being paid. **Timecards must be signed by both employee and supervisor and brought to the Business Office by 9:30 a.m. on the day indicated below.** Late timecards will be processed on the following pay period.

PAYROLL ADVANCES WILL NOT BE ISSUED FOR LATE TIMECARDS!!!

Payroll advices are available for viewing on Vitnet on payday. Student employees (not on direct deposit) may pick up their paychecks in the Business Office on payday.

PAY PERIOD START DATE	PAY PERIOD END DATE	TIMECARDS DUE	PAYDAY
June 16, 2018	June 30	July 2	July 10
July 1	July 15	July 16	July 25
July 16	July 31	August 1	August 10
August 1	August 15	August 16	August 24
August 16	August 31	September 4	September 10
September 1	September 15	September 17	September 25
September 16	September 30	October 1	October 10
October 1	October 15	October 16	October 25
October 16	October 31	November 1	November 9
November 1	November 15	November 16	November 26
November 16	November 30	December 3	December 10
December 1	December 15	December 17	December 26
December 16	December 31	January 2	January 10
January 1, 2019	January 15	January 16	January 25
January 16	January 31	February 1	February 11
February 1	February 15	February 18	February 25
February 16	February 28	March 1	March 11
March 1	March 15	March 18	March 25
March 16	March 31	April 1	April 10
April 1	April 15	April 16	April 25
April 16	April 30	May 1	May 10
May 1	May 15	May 16	May 24
May 16	May 31	June 3	June 10
June 1	June 15	June 17	June 25