



2018 Payroll Calendar for Business Managers & Payroll Processors

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Dec 2017	31	1 <small>New Year's Day</small>	2	3	4	5 <small>12/17-12/30</small>	6
Jan 2018	7	8	9	10	11	12	13
	14	15 <small>M.L.K. Day</small>	16	17	18	19 <small>12/31-1/13</small>	20
	21	22	23	24	25	26	27
	28	29	30	31	1	2 <small>1/14-1/27</small>	3
Feb 2018	4	5	6	7	8	9	10
	11	12	13	14	15	16 <small>1/28-2/10</small>	17
	18	19	20	21	22	23	24
	25	26	27	28	1	2 <small>2/11-2/24</small>	3
Mar 2018	4	5	6	7	8	9	10
	11	12	13	14	15	16 <small>2/25-3/10</small>	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30 <small>3/11-3/24</small>	31
Apr 2018	1	2 <small>Easter Monday</small>	3	4	5	6	7
	8	9	10	11	12	13 <small>3/25-4/7</small>	14
	15	16	17	18	19	20	21
	22	23	24	25	26	27 <small>4/8-4/21</small>	28
May 2018	29	30	1	2	3	4	5
	6	7	8	9	10	11 <small>4/22-5/5</small>	12
	13	14	15	16	17	18	19
	20	21	22	23	24	25 <small>5/6-5/19</small>	26
Jun 2018	27	28 <small>Memorial Day</small>	29	30	31	1	2
	3	4	5	6	7	8 <small>5/20-6/2</small>	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22 <small>6/3-6/16</small>	23
	24	25	26	27	28	29	30

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Jul 2018	1	2	3	4 <small>Independence Day</small>	5	6 <small>6/17-6/30</small>	7
	8	9	10	11	12	13	14
	15	16	17	18	19	20 <small>7/1-7/14</small>	21
	22	23	24	25	26	27	28
	29	30	31	1	2	3 <small>7/15-7/28</small>	4
Aug 2018	5	6	7	8	9	10	11
	12	13	14	15	16	17 <small>7/29-8/11</small>	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31 <small>8/12-8/25</small>	1
Sep 2018	2	3 <small>Labor Day</small>	4	5	6	7	8
	9	10	11	12	13	14 <small>8/26-9/8</small>	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28 <small>9/9-9/22</small>	29
	30	1	2	3	4	5	6
Oct 2018	7	8	9	10	11	12 <small>9/23-10/6</small>	13
	14	15	16	17	18	19	20
	21	22	23	24	25	26 <small>10/7-10/20</small>	27
	28	29	30	31	1	2	3
Nov 2018	4	5	6	7	8	9 <small>10/21-11/3</small>	10
	11	12	13	14	15	16	17
	18	19	20	21	22 <small>Thanksgiving</small>	23 <small>11/4-11/17</small>	24
	25	26	27	28	29	30	1
	2	3	4	5	6	7 <small>11/18-12/1</small>	8
Dec 2018	9	10	11	12	13	14	15
	16	17	18	19	20	21 <small>12/2-12/15</small>	22
	23	24 <small>Christmas Eve</small>	25 <small>Christmas</small>	26	27	28	29
	30	31 <small>January 2019</small>	1	2	3	4 <small>12/16-12/29</small>	5

The Catholic Center operates Monday through Thursday. Offices are closed every Friday.

Pay Day
Pay Period

There are 26 pay periods in 2018; pay dates are highlighted green, there are three pay periods in March and August. Each pay period is for the previous two weeks of fourteen days prior to the pay date. The work week begins on Sunday and ends on Saturday. Non-exempt employees who exceed 40 hours in a work week will be paid time and a half.

Changes Due in Non-payroll Weeks

Requests and changes are due to Human Resources and Central Payroll every Tuesday in non-payroll weeks (highlighted in yellow). Changes include New Hires, Terminations, Benefit Changes, and Stipends.

P/R Approval Dates

Locations are required to approve their pay runs on Tuesdays in payroll weeks.

Holidays

2018 Catholic Center Holidays