



Payroll Services Information 2017 (Campus)

Subject to change - updates can be found at:

<http://payroll.kennesaw.edu/calendars.php>

Email: Payroll@Kennesaw.edu

Phone: (470) 578-6019

Fax: (470) 578-9176

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Biweekly Payroll Schedule

Payroll Period	SPARs/STRs Due to Payroll by 5:00 pm	ADP eTime & Paper Time Sheets Due by COB	Pay Date
Dec 17 – Dec 30, 2016	Dec 15,2016*	Dec 16,2016*	Jan 6, 2017
Dec 31 – Jan 13	Jan 11, 2017*	Jan 12,2017*	Jan 20, 2017
Jan 14 – Jan 27	Jan 26, 2017	Jan 27,2017	Feb 3, 2017
Jan 28 – Feb 10	Feb 9, 2017	Feb 10, 2017	Feb 17, 2017
Feb 11 – Feb 24	Feb 23, 2017	Feb 24, 2017	Mar 3, 2017
Feb 25 – Mar 10	Mar 9, 2017	Mar 10, 2017	Mar 17, 2017
Mar 11 – Mar 24	Mar 23, 2017	Mar 24, 2017	Mar 31, 2017
Mar 25 – Apr 7	Apr 6, 2017	Apr 7, 2017	Apr 14, 2017
Apr 8 – Apr 21	Apr 20, 2017	Apr 21,2017	Apr 28, 2017
Apr 22 – May 5	May 4, 2017	May 5, 2017	May 12, 2017
May 6 – May 19	May 18, 2017	May 19, 2017	May 26, 2017
May 20 – June 2	June 1, 2017	June 2, 2017	June 9, 2017
June 3 – June 16	June 15, 2017	June 16, 2017	June 23, 2017
June 17 – June 30	June 28, 2017*	June 29, 2017*	July 7, 2017
July 1 – July 14	July 13, 2017	July 14, 2017	July 21, 2017
July 15 – July 28	July 27, 2017	July 28, 2017	Aug 4, 2017
July 29 – Aug 11	Aug 10, 2017	Aug 11, 2017	Aug 18, 2017
Aug 12 – Aug 25	Aug 24, 2017	Aug 25, 2017	Sept 1, 2017
Aug 26 – Sept 8	Sept 7, 2017	Sept 8, 2017	Sept 15, 2017
Sept 9 – Sept 22	Sept 21, 2017	Sept 22, 2017	Sept 29, 2017
Sept 23 – Oct 6	Oct 5, 2017	Oct 6, 2017	Oct 13, 2017
Oct 7 – Oct 20	Oct 19, 2017	Oct 20, 2017	Oct 27, 2017
Oct 21 – Nov 3	Nov 2, 2017	Nov 3, 2017	Nov 10, 2017
Nov 4 – Nov 17	Nov 15, 2017*	Nov 16, 2017*	Nov 24, 2017
Nov 18 – Dec 1	Nov 30, 2017	Dec 1, 2017	Dec 8, 2017
Dec 2 – Dec 15	Dec 13, 2017*	Dec 14, 2017*	Dec 22, 2017
Dec 16 – Dec 29			Jan 5, 2018 ** Wages to be included on 2018 W2.

* Please note early dates due to holiday.

NOTE: All SPARs/STRs must be received in Payroll Services by 5 p.m. on the dates listed above or they will be processed on the next payroll cycle.

Please note paycheck issuance is contingent on a **COMPLETED** Human Resources/Payroll Services file in accordance with the maintenance deadlines as listed above.



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Monthly Payroll Schedule – Twelve Month Employees

Payroll Period	SPARs/STRs Due to Payroll by 5:00 pm	ADP eTIME Due by COB	Paycheck Issue Date
Jan 2017	Jan 20, 2017	Jan 23, 2017	Jan 31, 2017
Feb 2017	Feb 17, 2017	Feb 20, 2017	Feb 28, 2017
Mar 2017	Mar 22, 2017	Mar 23, 2017	Mar 31, 2017
Apr 2017	Apr 19, 2017	Apr 20, 2017	Apr 28, 2017
May 2017	May 19, 2017	May 22, 2017	May 31, 2017
June 2017	June 21, 2017	June 22, 2017	June 30, 2017
July 2017	July 20, 2017	July 21, 2017	July 31, 2017
Aug 2017	Aug 22, 2017	Aug 23, 2017	Aug 31, 2017
Sept 2017	Sept 20, 2017	Sept 21, 2017	Sept 29, 2017
Oct 2017	Oct 20, 2017	Oct 23, 2017	Oct 31, 2017
Nov 2017	Nov 16, 2017	Nov 17, 2017	Nov 30, 2017
Dec 2017	Dec 12, 2017	Dec 13, 2017	Dec 29, 2017

Faculty Payroll Schedule – Full Time Faculty (10 Month)

Payroll Period	SPARs Due to Payroll by 5:00 pm	ADP eTIME Due by COB	Paycheck Issue Date
Jan 2017	Jan 20, 2017	Jan 23, 2017	Jan 31, 2017
Feb 2017	Feb 17, 2017	Feb 20, 2017	Feb 28, 2017
Mar 2017	Mar 22, 2017	Mar 23, 2017	Mar 31, 2017
Apr 2017	Apr 19, 2017	Apr 20, 2017	Apr 28, 2017
May 2017	May 4, 2017	May 5, 2017	May 15, 2017
June 2017	See Summer Faculty Payroll Schedule.		
July 2017			
Aug 2017	Aug 22, 2017	Aug 23, 2017	Aug 31, 2017
Sept 2017	Sept 20, 2017	Sept 21, 2017	Sept 29, 2017
Oct 2017	Oct 20, 2017	Oct 23, 2017	Oct 31, 2017
Nov 2017	Nov 16, 2017	Nov 17, 2017	Nov 30, 2017
Dec 2017	TBD	TBD	TBD

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Part-Time Faculty Payroll Schedule – Part Time/Adjunct Faculty

Payroll Period	SPARs Due to Payroll by 5:00 pm	ADP eTIME Due by COB	Paycheck Issue Date
Jan 2017	N/A	N/A	N/A
Feb 2017	Feb 17, 2017	Feb 20, 2017	Feb 28, 2017
Mar 2017	Mar 22, 2017	Mar 23, 2017	Mar 31, 2017
Apr 2017	Apr 19, 2017	Apr 20, 2017	Apr 28, 2017
May 2017	May 4, 2017	May 5, 2017	May 15, 2017
June 2017	See Summer Faculty Payroll Schedule.		
July 2017			
Aug 2017	Aug 22, 2017	Aug 23, 2017	Aug 31, 2017
Sept 2017	Sept 20, 2017	Sept 21, 2017	Sept 29, 2017
Oct 2017	Oct 20, 2017	Oct 23, 2017	Oct 31, 2017
Nov 2017	Nov 16, 2017	Nov 17, 2017	Nov 30, 2017
Dec 2017	TBD	TBD	TBD

Summer Faculty Payroll Schedule

Payroll Period	Summer Session	SPARs Due to Payroll by 5:00 pm	Paycheck Issue Date	Employee Type
MayMester 2017 Summer Faculty	Session I	May 19, 2017	May 31, 2017	Summer Faculty
June 2017 Summer Faculty	Session I	June 21, 2017	June 30, 2017	Summer Faculty
July 2017 Summer Faculty	Session II	July 20, 2017	July 31, 2017	Summer Faculty

*** Subject to change based on the final Shared Services Center release of their summer and end of year calendars.**

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