



Payroll Services Information 2018 (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

- [Biweekly Payroll Schedule](#)
- [Monthly Payroll Schedule](#)
- [Faculty Payroll Schedule](#)
- [Part-Time Faculty Payroll Schedule](#)
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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 16 – Dec 29, 2017	Dec 19, 2017*	Dec 20, 2017*	Jan 5, 2018
Dec 30 – Jan 12	Jan 10, 2018*	Jan 11, 2018*	Jan 19, 2018
Jan 13 – Jan 26	Jan 25, 2018	Jan 26, 2018	Feb 2, 2018
Jan 27 – Feb 09	Feb 8, 2018	Feb 09, 2018	Feb 16, 2018
Feb 10 – Feb 23	Feb 22, 2018	Feb 23, 2018	Mar 2, 2018
Feb 24 – Mar 09	Mar 8, 2018	Mar 9, 2018	Mar 16, 2018
Mar 10 – Mar 23	Mar 22, 2018	Mar 23, 2018	Mar 30, 2018
Mar 24	TBD	TBD	**Special Pay-TBD
Conversion to PeopleSoft (OneUSG Project)			
Mar 25 – Apr 7	Apr 5, 2018	Apr 6, 2018	Apr 13, 2018
Apr 8 – Apr 21	Apr 19, 2018	Apr 20, 2018	Apr 27, 2018
Apr 22 – May 5	May 3, 2018	May 4, 2018	May 11, 2018
May 6 – May 19	May 17, 2018	May 18, 2018	May 25, 2018
May 20 – June 2	May 31, 2018	June 1, 2018	June 8, 2018
June 3 – June 16	June 14, 2018	June 15, 2018	June 22, 2018
June 17 – June 30	June 27, 2018*	June 28, 2018*	July 6, 2018
July 1 – July 14	July 12, 2018	July 13, 2018	July 20, 2018
July 15 – July 28	July 26, 2018	July 27, 2018	Aug 3, 2018
July 29 – Aug 11	Aug 9, 2018	Aug 10, 2018	Aug 17, 2018
Aug 12 – Aug 25	Aug 23, 2018	Aug 24, 2018	Aug 31, 2018
Aug 26 – Sept 8	Sept 6, 2018	Sept 7, 2018	Sept 14, 2018
Sept 9 – Sept 22	Sept 20, 2018	Sept 21, 2018	Sept 28, 2018
Sept 23 – Oct 6	Oct 4, 2018	Oct 5, 2018	Oct 12, 2018
Oct 7 – Oct 20	Oct 18, 2018	Oct 19, 2018	Oct 26, 2018
Oct 21 – Nov 3	Nov 1, 2018	Nov 2, 2018	Nov 9, 2018
Nov 4 – Nov 17	Nov 14, 2018*	Nov 15, 2018*	Nov 23, 2018
Nov 18 – Dec 1	Nov 29, 2018	Nov 30, 2018	Dec 7, 2018
Dec 2 – Dec 15	Dec 13, 2018*	Dec 14, 2018*	Dec 21, 2018
Dec 16 – Dec 29	TBD	TBD	Jan 4, 2019 ** Wages to be included on 2019 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 2018	Jan 22, 2018	Jan 23, 2018	Jan 31, 2018
Feb 2018	Feb 19, 2018	Feb 20, 2018	Feb 28, 2018
Mar 2018	Mar 21, 2018	Mar 22, 2018	Mar 30, 2018
Conversion to PeopleSoft (OneUSG Project)			
Apr 2018	Apr 19, 2018	Apr 20, 2018	Apr 30, 2018
May 2018	May 21, 2018	May 22, 2018	May 31, 2018
June 2018	June 20, 2018	June 21, 2018	June 29, 2018
July 2018	July 20, 2018	July 23, 2018	July 31, 2018
Aug 2018	Aug 22, 2018	Aug 23, 2018	Aug 31, 2018
Sept 2018	Sept 19, 2018	Sept 20, 2018	Sept 28, 2018
Oct 2018	Oct 22, 2018	Oct 23, 2018	Oct 31, 2018
Nov 2018	Nov 19, 2018	Nov 20, 2018	Nov 30, 2018
Dec 2018	Dec 18, 2018	Dec 19, 2018	Dec 31, 2018

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 2018	Jan 22, 2018	Jan 23, 2018	Jan 31, 2018
Feb 2018	Feb 19, 2018	Feb 20, 2018	Feb 28, 2018
Mar 2018	Mar 21, 2018	Mar 22, 2018	Mar 30, 2018
Conversion to PeopleSoft (OneUSG Project)			
Apr 2018	Apr 19, 2018	Apr 20, 2018	Apr 30, 2018
May 2018	May 21, 2018	May 22, 2018	May 31, 2018
June 2018			
July 2018			
Aug 2018	Aug 22, 2018	Aug 23, 2018	Aug 31, 2018
Sept 2018	Sept 19, 2018	Sept 20, 2018	Sept 28, 2018
Oct 2018	Oct 22, 2018	Oct 23, 2018	Oct 31, 2018
Nov 2018	Nov 19, 2018	Nov 20, 2018	Nov 30, 2018
Dec 2018	Dec 18, 2018	Dec 19, 2018	Dec 31, 2018

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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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 2018	Jan 22, 2018	Jan 23, 2018	Jan 31, 2018
Feb 2018	Feb 19, 2018	Feb 20, 2018	Feb 28, 2018
Mar 2018	Mar 21, 2018	Mar 22, 2018	Mar 30, 2018
Conversion to PeopleSoft (OneUSG Project)			
Apr 2018	Apr 19, 2018	Apr 20, 2018	Apr 30, 2018
May 2018	May 21, 2018	May 22, 2018	May 31, 2018
June 2018			
July 2018			
Aug 2018	Aug, 22, 2018	Aug 23, 2018	Aug 31, 2018
Sept 2018	Sept 19, 2018	Sept 20, 2018	Sept 28, 2018
Oct 2018	Oct 22, 2018	Oct 23, 2018	Oct 31, 2018
Nov 2018	Nov 19, 2018	Nov 20, 2018	Nov 30, 2018
Dec 2018	Dec 18, 2018	Dec 19, 2018	Dec 31, 2018

Summer Faculty Payroll Schedule

Payroll Period	Summer Session	SPARs Due to Payroll by 5:00 pm	Paycheck Issue Date	Employee Type
MayMester 2018 Summer Faculty	Session I	May 19, 2018	May 31, 2018	Summer Faculty
June 2018 Summer Faculty	Session I	June 20, 2018	June 29, 2018	Summer Faculty
July 2018 Summer Faculty	Session II	July 20, 2018	July 31, 2018	Summer Faculty

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

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.