

Memo

TO: Employee Supervisors
FROM: Human Resources (HR)
RE: Pay Periods, Timecard Approval Deadlines, & Paydays

Supervisors should review timecards in KnightTime weekly and approve timecards on KnightTime once at the end of the month. Pay periods are a full month. Timecards should be approved by noon on the third business day of each month. For your convenience, a list of the pay periods, timecard approval deadlines, and payday are provided for you below.

Fiscal Year of 2017-2018

Pay Period	Timecard Approval Deadline	Payday
June 1 st -June 30 th	July 5 th	July 20 th
July 1 st - 31 st	August 3 rd	August 18 th
August 1 st – 31 st	September 5 th	September 20 th
September 1 st – 30 th	October 4 th	October 20 th
October 1 st – 31 st	November 3 rd	November 20 th
November 1 st – 30 th	December 5 th	December 20 th
December 1 st – 31 st	January 4 th	January 19 th
January 1 st – 31 st	February 5 th	February 20 th
February 1 st – 28 th	March 5 th	March 20 th
March 1 st – 31 st	April 4 th	April 20 th
April 1 st – 30 th	May 3 rd	May 18 th
May 1 st – 31 st	June 5 th	June 20 th

Please see the “Reviewing and Approving Timecards” instruction guide located in the KnightTime Resources section of the Employment webpage on the Infocenter for further information on how to approve your staff timecards.