

# BYUH 2017 PAYROLL IMPORTANT DATES

JANUARY						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH						
S	M	T	W	T	F	S
			1	2	3	4
5	SP	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

MAY						
S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

SEPTEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	FA	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOVEMBER						
S	M	T	W	T	F	S
			1	2	3	4
5	WI	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

DECEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

\*Dates are subject to change

WINTER SEMESTER 2016-2017	
November 7, 2016 - February 24, 2017	
Jan 2	Holiday-New Year's Day
Jan 16	Holiday-Dr.Martin Luther King, Jr. Day
Feb 20	Holiday-President's Day
Feb 21	Deadline for <b>SPRING 2017</b> AF & SPI Contracts

SPRING SEMESTER 2017	
March 6, 2017 - June 7, 2017	
Mar 27	Holiday-Kuhio Day
May 29	Holiday-Memorial Day

SUMMER BREAK 2017	
June 8, 2017 - September 5, 2017	
Jul 4	Holiday-Independence Day
Sep 4	Holiday-Labour Day
Aug 14	Deadline for <b>FALL 2017</b> AF & SPI Contracts

FALL SEMESTER 2017	
September 6, 2017 - December 14, 2017	
Nov 23 & 24	Holiday- Thanksgiving
Dec 18-Jan 9	<b>Christmas break</b>
Dec 25 & 26	Holiday-Christmas
Jan 1 & 2	Holiday-New Year's
Dec 18	Deadline for <b>WINTER 2018</b> AF & SPI Contracts

WINTER SEMESTER 2018	
January 10, 2018 - April 20, 2018	
Jan 15	Holiday-Dr.Martin Luther King, Jr. Day
Feb 19	Holiday-President's Day
Mar 26	Holiday-Kuhio Day
Apr 02	Deadline for <b>SPRING 2018</b> AF & SPI Contracts

SPECIAL INSTRUCTOR PAYMENT INFORMATION				
STAFF				
	Winter 16-17	Spring	Fall	Winter
# of payments:	9	8	8	8
First payment:	11/18/2016	3/24/2017	9/22/2017	1/26/2018
Last Payment:	3/10/2017	6/16/2017	12/29/2017	5/4/2018

SPECIAL INSTRUCTOR PAYMENT INFORMATION				
ADMINISTRATIVE STAFF & FACULTY				
	Winter 16-17	Spring	Fall	Winter
# of payments:	8	7	7	8
First payment:	11/20/2016	3/20/2017	9/20/2017	1/19/2018
Last Payment:	3/3/2017	6/20/2017	12/20/2017	5/4/2018

## PAYROLL CONTACTS

- 53492 Luana Solomon - Employment
- 53490 Lenisi Pasi - Student Employment
- 53716 Nate Borsella - Workday
- 53710 Robin Fiu - Benefits
- 53675 Eugenia Soliai - Independent Contracts/Honorariums
- 53721 Rachel Kalama - Payroll
- 33033 Matt Widman - PCC Employment
- 33010 Keleise Reid - PCC Employment

## COLOR KEY

<span style="background-color: #0070C0; color: white; padding: 2px;"> </span> BW Payday	<span style="background-color: #FFFF00; padding: 2px;"> </span> Workday Time edits/approval deadline by NOON or otherwise notes
<span style="background-color: #90EE90; padding: 2px;"> </span> Holiday	<span style="background-color: #FF00FF; padding: 2px;"> </span> Deadline for Adjunct Faculty (AF) & Special Instructor (SPI) contracts
<span style="background-color: #DC143C; padding: 2px;"> </span> SM Payday	<span style="background-color: #FFA500; padding: 2px;"> </span> Deadline for Request for Payment and Deductions by 3:00pm for BW
	<span style="background-color: #A9A9A9; padding: 2px;"> </span> Deadline for Request for Payment and Deductions by 3:00pm for SM