

Pay Period	Temp Hours (including Subs)/Part-time Hours/Employee Absence Date Range	OTL Keying/SmartFind Verification Deadline 10:00AM	Pay Day
M01 (6/16/17 to 7/15/17)	6/16/17 to 7/15/17	7/17/2017	7/31/2017
M02 (7/16/17 to 8/15/17)	7/16/17 to 8/15/17	8/17/2017	8/31/2017
M03 (8/16/17 to 9/15/17)	8/16/17 to 9/15/17	9/18/2017	9/29/2017
M04 (9/16/17 to 10/15/17)	9/16/17 to 10/15/17	10/16/2017	10/31/2017
M05 (10/16/17 to 11/15/17)	10/16/17 to 11/15/17	11/16/2017	11/30/2017
M06 (11/16/17 to 12/15/17)	11/16/17 to 12/6/17	12/7/2017	12/29/2017
M07 (12/16/17 to 1/15/18)	12/7/17 to 1/15/18 (12/7 - 12/15 should be keyed as retro entries by 1/12/18)	1/16/2018	1/31/2018
M08 (1/16/18 to 2/15/18)	1/16/18 to 2/15/18	2/16/2018	2/28/2018
M09 (2/16/18 to 3/15/18)	2/16/18 to 3/15/18	3/16/2018	3/30/2018
M10 (3/16/18 to 4/15/18)	3/16/18 to 4/15/18	4/16/2018	4/30/2018
M11 (4/16/18 to 5/15/18)	4/16/18 to 5/15/18	5/16/2018	5/31/2018
M12 (5/16/18 to 6/15/18)	5/16/18 to 6/15/18	6/18/2018	6/29/2018
M01 (6/16/18 to 7/15/18)	6/16/18 to 7/15/18	7/16/2018	7/31/2018

*Days paid or deadlines are subject to change based on school closings and other unforeseeable events.

Temp 2 forms should always be submitted to HR prior to an employee's first work day.