

January 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|---|--|--|--------|----------|
|  | 1 New Year's Day | 2 Monthly payday SM Employee Time Submitted (12/16-12/31) | 3 SM Supervisor Time Approval Due (12/16-12/31) | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 Semi-monthly (SM) payday (12/16-12/31) | 11 | 12 | 13 |
| 14 | 15 Martin Luther King, Jr. Day | 16 SM Employee Time Submitted (1/1-1/15) | 17 | 18 SM Supervisor Time Approval Due (1/1-1/15) | 19 | 20 |
| 21 | 22 LOAs finalized with employee signature Payday (2/1/18) | 23 | 24 | 25 Semi-monthly (SM) payday (1/1-1/15) | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

February 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|------------------------------|---|-----------|--|--|-----------|
|  | | | | 1 Monthly payday SM Employee Time Submitted (1/16-1/31) | 2 SM Supervisor Time Approval Due (1/16-1/31) | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 Semi-monthly (SM) payday (1/16-1/31) | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 SM Employee Time Submitted (2/1-2/15) SM Supervisor Time Approval Due (2/1-2/15) | 17 |
| 18 | 19 President's Day | 20 LOAs finalized with employee signature Payday (3/1/18) | 21 | 22 | 23 Semi-monthly (SM) payday (2/1-2/15) | 24 |
| 25 | 26 | 27 | 28 | | | |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

March 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|-----------|-----------|---|--|--|-----------|
|  | | | | 1 Monthly payday SM Employee Time Submitted (2/16-2/28) | 2 SM Supervisor Time Approval Due (2/16-2/28) | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 Semi-monthly (SM) payday (2/16-2/28) | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 SM Employee Time Submitted (3/1/-3/15) SM Supervisor Time Approval Due (3/1/-3/15) | 17 |
| 18 | 19 | 20 | 21 LOAs finalized with employee signature Payday (4/2/18) | 22 | 23 Semi-monthly (SM) payday (3/1/-3/15) | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

April 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|--|--|--|--------|---|
| 1 Monthly payday SM Employee Time Submitted (3/16-3/31) | 2 | 3 SM Supervisor Time Approval Due (3/16-3/31) | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 Semi-monthly (SM) payday (3/16-3/31) | 11 | 12 | 13 | 14 |
| 15 | 16 SM Employee Time Submitted (4/1-4/15) | 17 | 18 SM Supervisor Time Approval Due (4/1-4/15) | 19 LOAs finalized with employee signature Payday (5/1/18) | 20 | 21 |
| 22 | 23 | 24 | 25 Semi-monthly (SM) payday (4/1-4/15) | 26 | 27 | 28 |
| 29 | 30 | | | | |  |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

May 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---------------------------|--|--|---|---|-----------|
|  | | 1 Monthly payday SM Employee Time Submitted (4/16-4/31) | 2 | 3 SM Supervisor Time Approval Due (4/16-4/30) | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 Semi-monthly (SM) payday (4/16-4/31) | 11 | 12 |
| 13 | 14 | 15 | 16 SM Employee Time Submitted (5/1-5/15) | 17 | 18 SM Supervisor Time Approval Due (5/1-5/15) | 19 |
| 20 | 21 | 22 LOAs finalized with employee signature Payday (6/1/18) | 23 | 24 | 25 Semi-monthly (SM) payday (5/1-5/15) | 26 |
| 27 | 28 Memorial Day | 29 | 30 | 31 | | |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

June 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|-----------|--|-----------|---|---|
|  | | | | | 1 Monthly payday SM Employee Time Submitted (5/16-5/31) SM Supervisor Time Approval Due (5/16-5/31) | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 Semi-monthly (SM) payday (5/16-5/31) | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 SM Employee Time Submitted (6/1-6/15) |
| 17 | 18 SM Supervisor Time Approval Due (6/1-6/15) | 19 | 20 LOAs finalized with employee signature Payday (7/2/18) | 21 | 22 | 23 |
| 24 | 25 Semi-monthly (SM) payday (6/1-6/15) | 26 | 27 | 28 | 29 | 30 |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

July 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|--|----------|--|---|
| 1 Monthly payday SM Employee Time Submitted (6/16-6/30) | 2 SM Supervisor Time Approval Due (6/16-6/30) | 3 | 4 Independence Day | 5 | 6 | 7 |
| 8 | 9 | 10 Semi-monthly (SM) payday (6/16-6/30) | 11 | 12 | 13 | 14 |
| 15 | 16 SM Employee Time Submitted (7/1-7/15) | 17 | 18 SM Supervisor Time Approval Due (7/1-7/15) | 19 | 20 LOAs finalized with employee signature Payday (8/1/18) | 21 |
| 22 | 23 | 24 | 25 Semi-monthly (SM) payday (7/1-7/15) | 26 | 27 | 28 |
| 29 | 30 | 31 | | | |  |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

August 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|-----------|-----------|--|--|---|-----------|
|  | | | 1 Monthly payday SM Employee Time Submitted (7/16-7/31) | 2 | 3 SM Supervisor Time Approval Due (7/16-7/31) | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 Semi-monthly (SM) payday (7/16-7/31) | 11 |
| 12 | 13 | 14 | 15 | 16 SM Employee Time Submitted (8/1-8/15) | 17 SM Supervisor Time Approval Due (8/1-8/15) | 18 |
| 19 | 20 | 21 | 22 LOAs finalized with employee signature Payday (9/4/18) | 23 | 24 Semi-monthly (SM) payday (8/1-8/15) | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

September 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|--|---|----------|--------|--|
|  | | | | | | 1 SM Employee Time Submitted (8/16-8/31) |
| 2 | 3 Labor Day | 4 Monthly payday SM Supervisor Time Approval Due (8/16-8/31) | 5 | 6 | 7 | 8 |
| 9 | 10 Semi-monthly (SM) payday (8/16-8/31) | 11 | 12 | 13 | 14 | 15 |
| 16 SM Employee Time Submitted (9/1-9/15) | 17 | 18 SM Supervisor Time Approval Due (9/1-9/15) | 19 LOAs finalized with employee signature Payday (10/1/18) | 20 | 21 | 22 |
| 23 30 | 24 | 25 Semi-monthly payday (9/1-9/15) | 26 | 27 | 28 | 29 |

KEY: SM (Semi-Monthly is hourly wage employees: student workers, casual, classified, special pay employees)

October 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--|---|---|---|-----------|-----------|
|  CSN <small>COLLEGE OF SOUTHERN NEVADA</small> | 1 Monthly payday SM Employee Time Submitted (9/16-9/30) | 2 SM Supervisor Time Approval Due (9/16-9/30) | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 Semi-monthly (SM) payday (9/16-9/30) | 11 | 12 | 13 |
| 14 | 15 | 16 SM Employee Time Submitted (10/1-10/15) | 17 | 18 SM Supervisor Time Approval Due (10/1-10/15) | 19 | 20 |
| 21 | 22 LOAs finalized with employee signature Payday (11/1/18) | 23 | 24 | 25 Semi-monthly (SM) payday (10/1-10/15) | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

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November 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|-----------|--|--|--|-----------|
|  | | | | 1 Monthly payday SM Employee Time Submitted (10/16-10/31) | 2 SM Supervisor Time Approval Due (10/16-10/31) | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 Semi-monthly (SM) payday (10/16-10/31) | 10 |
| 11 Veterans Day | 12 Veterans Day (Observed) | 13 | 14 | 15 | 16 SM Employee Time Submitted (11/1-11/15) SM Supervisor Time Approval Due (11/1-11/15) | 17 |
| 18 | 19 LOAs finalized with employee signature Payday (12/3/18) | 20 | 21 Semi-monthly (SM) payday (11/1-11/15) | 22 Thanksgiving Break | 23 Thanksgiving Break | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

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December 2018

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|--|----------------------------|--|-----------|-----------|---|
|  CSN <small>COLLEGE OF SOUTHERN NEVADA</small> | | | | | | 1 SM Employee Time Submitted (11/16-11/30) |
| 2 | 3 Monthly payday SM Supervisor Time Approval Due (11/16-11/30) | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 Semi-monthly (SM) payday (11/16-11/30) | 11 | 12 | 13 | 14 | 15 |
| 16 SM Employee Time Submitted (12/1-12/15) | 17 SM Supervisor Time Approval Due (12/1-12/15) | 18 | 19 LOAs finalized with employee signature Payday (1/2/19) | 20 | 21 | 22 |
| 23 | 24 Semi-monthly (SM) payday (12/1-12/15) | 25 Christmas Day | 26 | 27 | 28 | 29 |
| | 30 | 31 | | | | |

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