



**District Business Office**  
 Payroll Services . 33 Gough Street . San Francisco, CA . 94103 . 415/241-2241

To: Administrators, Department Heads, and Classified Employees

From: Payroll

Subject: **2017-2018** Timesheet Deadlines for Employees Paid Biweekly

PAY PERIOD	DEPT/WEB TIME DATES COVERED PAY PERIOD	ENTRY DEADLINE TUESDAYS @ NOON	PAYDAY
15	07/01/2017 – 07/14/2017	TUESDAY 07/18/2017	TUESDAY 07/25/2017
16	07/15/2017 – 07/28/2017	TUESDAY 08/01/2017	TUESDAY 08/08/2017
17	07/29/2017 - 08/11/2017	TUESDAY 08/15/2017	TUESDAY 08/22/2017
18	08/12/2017 - 08/25/2017	TUESDAY 08/29/2017	TUESDAY 09/05/2017
19	08/26/2017 - 09/08/2017	TUESDAY 09/12/2017	TUESDAY 09/19/2017
20	09/09/2017 - 09/22/2017	TUESDAY 09/26/2017	TUESDAY 10/03/2017
21	09/23/2017 - 10/06/2017	TUESDAY 10/10/2017	TUESDAY 10/17/2017
22	10/07/2017 - 10/20/2017	TUESDAY 10/24/2017	TUESDAY 10/31/2017
23	10/21/2017 - 11/03/2017	MONDAY 11/06/2017	TUESDAY 11/14/2017
24	11/04/2017 - 11/17/2017	THURSDAY 11/16/2017	TUESDAY 11/28/2017
25	11/18/2017 - 12/01/2017	TUESDAY 12/05/2017	TUESDAY 12/12/2017
<b>26</b>	<b>12/02/2017 - 12/15/2017</b>	<b>MONDAY 12/18/2017</b>	<b>TUESDAY 12/26/2017</b>
01	12/16/2017 - 12/29/2017	TUESDAY 01/02/2018	TUESDAY 01/09/2018
02	12/30/2017 - 01/12/2018	TUESDAY 01/16/2018	TUESDAY 01/23/2018
03	01/13/2018 - 01/26/2018	TUESDAY 01/30/2018	TUESDAY 02/06/2018
04	01/27/2018 - 02/09/2018	MONDAY 02/12/2018	TUESDAY 02/20/2018
05	02/10/2018 - 02/23/2018	TUESDAY 02/27/2018	TUESDAY 03/06/2018
06	02/24/2018 - 03/09/2018	TUESDAY 03/13/2018	TUESDAY 03/20/2018
07	03/10/2018 - 03/23/2018	MONDAY 03/19/2018	TUESDAY 04/03/2018
08	03/24/2018 - 04/06/2018	TUESDAY 04/10/2018	TUESDAY 04/17/2018
09	04/07/2018 – 04/20/2018	TUESDAY 04/24/2018	TUESDAY 05/01/2018
10	04/21/2018 – 05/04/2018	TUESDAY 05/08/2018	TUESDAY 05/15/2018
11	05/05/2018 - 05/18/2018	TUESDAY 05/22/2018	TUESDAY 05/29/2018
12	05/19/2018 - 06/01/2018	TUESDAY 06/05/2018	TUESDAY 06/12/2018
13	06/02/2018 - 06/15/2018	TUESDAY 06/19/2018	TUESDAY 06/26/2018
14	06/16/2018 - 06/29/2018	MONDAY 07/02/2018	TUESDAY 07/10/2018
15	06/30/2018 - 06/30/2018	TUESDAY 07/10/2018	TUESDAY 07/24/2018

Timesheets are due on the deadline date as stated above. If there is any change in the time reported, please contact Payroll immediately (241-2274). This schedule gives you the due dates which must be complied with for your protection and benefit. If your timesheet is submitted on time, you will be paid on the date shown on the payday schedule.

**BOLD LETTERING = Schedule change (watch for email updates).**

