

# 2018 PARISH PAYROLL CALENDAR

(Hours may be entered 3 to 10 days prior to the actual pay date)

## JANUARY

New Year's Day-Jan 1-2 (Closed)  
5 **Enter hours in ADP**  
15 Pay Day  
22 **Enter hours in ADP**  
31 Pay Day

## FEBRUARY

5 **Enter hours in ADP**  
15 Pay Day  
19 **Enter hours in ADP**  
28 Pay Day

## MARCH

5 **Enter hours in ADP**  
15 Pay Day  
20 **Enter hours in ADP**  
30 Pay Day

## APRIL

3 **Enter hours in ADP**  
13 Pay Day  
20 **Enter hours in ADP**  
30 Pay Day

## MAY

4 **Enter hours in ADP**  
15 Pay Day  
21 **Enter hours in ADP**  
28 Memorial Day (Closed)  
31 Pay Day

## JUNE

5 **Enter hours in ADP**  
15 Pay Day  
19 **Enter hours in ADP**  
29 Pay Day

## JULY

4 4<sup>th</sup> of July (Closed)  
3 **Enter hours in ADP**  
13 Pay Day  
20 **Enter hours in ADP**  
31 Pay Day

## AUGUST

3 **Enter hours in ADP**  
15 Pay Day  
21 **Enter hours in ADP**  
31 Pay Day

## SEPTEMBER

3 Labor Day (Closed)  
4 **Enter hours in ADP**  
14 Pay Day  
18 **Enter hours in ADP**  
28 Pay Day

## OCTOBER

5 **Enter hours in ADP**  
15 Pay Day  
19 **Enter hours in ADP**  
31 Pay Day

## NOVEMBER

5 **Enter hours in ADP**  
15 Pay Day  
20 **Enter hours in ADP**  
22 Thanksgiving (Closed)  
23 Day after Thanksgiving (Closed)  
30 Pay Day

## DECEMBER

4 **Enter hours in ADP**  
14 Pay Day  
18 **Enter hours in ADP**  
Christmas Eve-Dec 24 (Closed)  
Christmas Day-Dec 25(Closed)  
28 Pay Day  
New Year's Eve-31 (Closed)