

To: Employees of Diocesan House
 From: Sarah Crawford, Payroll & Benefits Coordinator
 RE: 2017 Payroll Schedule & Dates of Diocesan House Holiday (offices closed)

2017 Payroll Calendar

New hire paperwork is due within 3 days of date of hire.

Payroll change forms are due by 3pm the business day before the timesheet deadline.

<u>Pay Period</u>	<u>Timesheet Deadline</u> Due before 1pm	<u>Pay Day / Check Date</u>
Jan. 1-15	1/11	1/13
Jan. 16-31	1/27	1/31
Feb. 1-15	2/13	2/15
Feb. 16-28	2/24	2/28
Mar. 1-15	3/13	3/15
Mar. 16-31	3/29	3/31
April 1-15	4/12	4/14
April 16-30	4/26	4/28
May 1-15	5/11	5/15
May 16-31	5/26	5/31
June 1-15	6/13	6/15
June 16-30	6/28	6/30
July 1-15	7/12	7/14
July 16-31	7/27	7/31
Aug. 1-15	8/11	8/15
Aug. 16-31	8/29	8/31
Sept. 1-15	9/13	9/15
Sept. 16-31	9/27	9/27
Oct. 1-15	10/11	10/13
Oct. 16-31	10/27	10/31
Nov. 1-15	11/13	11/15
Nov. 16-31	11/28	11/30
Dec 1-15	12/13	12/15
Dec 16-31	12/27	12/29

FYI: 2017 Diocesan House Holidays – Bishop’s Office Closed

- New Year’s Day – observed 01/02 (Monday)
- Martin Luther King, Jr. Day – January 16 (Monday)
- President’s Day – February 20 (Monday)
- Good Friday- April 14 (Friday)
- Memorial Day – May 29 (Monday)
- Independence Day – July 4 (Tuesday)
- Labor Day – September 4 (Monday)
- Day after Convention – October 30 (Monday)
- Veteran’s Day – observed Nov 10 (Friday)
- Thanksgiving Break – November 23 & 24 (Thursday & Friday)
- Christmas Day – December 25 (Monday)

The above holiday list is informational only. Each employer (church/school/institution) should determine paid holidays / office closures that best suits your organization.