

Special Payroll 2018 Dates and Deadlines

Semester	Start Date	End Date	Due in SPAR With UH/VP Approval	To Receive SPAR Approval By	Due in SmartHR	First Check	Last Check
Winter Intersession Non-Faculty	12/26/2017	1/16/2018	10/19/2017	11/16/2017	12/11/2017	1/19/2018 (8 days)	2/2/2018 (8 days)
Winter Intersession Full-time Faculty					1/3/2018		
Spring	1/16/2018	5/8/2018	10/26/2017	12/7/2017	12/29/2017	2/2/2018 (3 days)	5/25/2018 (8 days)
Summer	5/23/2018	8/22/2018	3/5/2018	4/6/2018	4/30/2018	6/8/2018 (2 days)	9/14/2018 (4 days)
Fall	8/27/2018	12/19/2018	5/25/2018	7/6/2018	8/3/2018	9/14/2018 (4 days)	1/4/2019 (9 days)

Summer Sessions 2018 Dates and Deadlines

Session	Session Dates	Due in SPAR With UH/VP Approval	To Receive SPAR Approval By	Faculty Due in SmartHR	Non-Faculty Due in SmartHR	First Check	Last Check
May Term	5/7/18-5/28/18	3/2/2018	3/30/2018	5/11/2018	4/27/2018	5/25/2018 (4 days)	6/22/2018 (2 days)
Summer Session 1	5/29/18-7/2/18	3/16/2018	4/26/2018	6/6/2018	5/25/2018	6/22/2018 (8 days)	7/20/2018 (7 days)
Alt Session 1	5/29/18-7/9/18	3/16/2018	4/26/2018	6/6/2018	5/25/2018	6/22/2018 (8 days)	8/3/2018 (2 days)
Summer Session 2	7/9/18-8/13/18	4/23/2018	5/30/2018	7/18/2018	7/6/2018	8/3/2018 (9 days)	8/31/2018 (7 days)
Alt Session 2	7/9/18-8/20/18	4/23/2018	5/30/2018	7/18/2018	7/6/2018	8/3/2018 (9 days)	9/14/2018 (2 days)
Summer Session 3	5/7/18-8/27/18	3/2/2018	3/30/2018	5/11/2018 (variable)	5/11/2018 (variable)	5/25/2018 (variable)	9/14/2018 (variable)

Smart HR Processing Deadlines: 2017-2018

Smart HR Deadline	Pay Period	Check Date	Pay Confirm
11/3/2017	10/27/2017 - 11/09/2017	11/24/2017	11/16/2017
11/17/2017	11/10/2017 - 11/23/2017	12/8/2017	11/30/2017
12/1/2017	11/24/2017 - 12/07/2017	12/22/2017	12/14/2017
12/15/2017	12/08/2017 - 12/21/2017	1/5/2018	12/28/2017
12/29/2017	12/22/2017 - 01/04/2018	1/19/2018	1/11/2018
1/12/2018	01/05/2018 - 01/18/2018	2/2/2018	1/25/2018
1/26/2018	01/19/2018 - 02/01/2018	2/16/2018	2/8/2018
2/9/2018	02/02/2018 - 02/15/2018	3/2/2018	2/22/2018
2/23/2018	02/16/2018 - 03/01/2018	3/16/2018	3/8/2018
3/9/2018	03/02/2018 - 03/15/2018	3/30/2018	3/22/2018
3/23/2018	03/16/2018 - 03/29/2018	4/13/2018	4/5/2018
4/6/2018	03/30/2018 - 04/12/2018	4/27/2018	4/19/2018
4/20/2018	04/13/2018 - 04/26/2018	5/11/2018	5/3/2018
5/4/2018	04/27/2018 - 05/10/2018	5/25/2018	5/17/2018
5/18/2018	05/11/2018 - 05/24/2018	6/8/2018	5/31/2018
6/1/2018	05/25/2018 - 06/07/2018	6/22/2018	6/14/2018
6/15/2018	06/08/2018 - 06/21/2018	7/6/2018	6/28/2018
6/29/2018	06/22/2018 - 07/05/2018	7/20/2018	7/12/2018
7/13/2018	07/06/2018 - 07/19/2018	8/3/2018	7/26/2018
7/27/2018	07/20/2018 - 08/02/2018	8/17/2018	8/9/2018
8/10/2018	08/03/2018 - 08/16/2018	8/31/2018	8/23/2018
8/10/2018*	08/17/2018 - 08/30/2018	9/14/2018	9/6/2018
9/7/2018	08/31/2018 - 09/13/2018	9/28/2018	9/20/2018
9/21/2018	09/14/2018 - 09/27/2018	10/12/2018	10/4/2018
10/5/2018	09/28/2018 - 10/11/2018	10/26/2018	10/18/2018
10/19/2018	10/12/2018 - 10/25/2018	11/9/2018	11/1/2018
11/2/2018	10/26/2018 - 11/08/2018	11/23/2018	11/15/2018
11/16/2018	11/09/2018 - 11/22/2018	12/7/2018	11/29/2018
11/30/2018	11/23/2018 - 12/06/2018	12/21/2018	12/13/2018
12/14/2018	12/07/2018 - 12/20/2018	1/4/2019	12/27/2018
12/28/2018	12/21/2018 - 01/03/2019	1/18/2019	1/10/2019