

## October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 <b>Payroll 21 Time Entry</b>  <i>Clothing and Tool Allowance</i>	6 <i>Performance Evaluations for Payroll 22 due 5:00 p.m.</i>	7 Pay Period 21 Ends
8 Pay Period 22 Starts	9	10	11	12	13 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 22 due 10:00 a.m.</i>	14
15	16	17	18	19 <b>Payroll 22 Time Entry</b>	20 <i>Performance Evaluations for Payroll 23 due 5:00 p.m.</i>  <b>**Oct NDE Only**</b>	21 Pay Period 22 Ends
22 Pay Period 23 Starts	23	24	25	26	27 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 23 due 10:00 a.m.</i>	28
29	30	31				

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 <b>Payroll 23 Time Entry</b> <i>Tool Allowance</i>	3 <b>Perf Evals (1/2 11) for this Payroll.</b>	4 Pay Period 23 Ends
5 Pay Period 24 Starts	6	7	8	9	10 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 24 due 10:00 a.m.</i>	11
12	13	14	15 <b>Payroll 24 Time Entry</b>	16	17 <b>Perf Evals (1/2 11) for this Payroll.</b>	18 Pay Period 24 Ends
19 Pay Period 25 Starts	20	21	22 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 25 due 10:00 a.m.</i>	23 <b>HOLIDAY</b>	24 <b>HOLIDAY</b>	25
26	27	28	29	30 <b>Payroll 25 Time Entry</b> <i>Tool Allowance</i>		

**ENTER PR CHANGES FOR PR24 PRIOR TO BUILDING TIMECARDS AND KEYING SLB INFORMATION OR YOU WILL HAVE TO RE-EXTRACT ANY TIME YOU HAVE A PR CHANGE**

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>Perf Evals (1/2 11) for this Payroll.</b>	2 Pay Period 25 Ends
3 Pay Period 26 Starts	4	5	6	7	8 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 26 due 10:00 a.m.</i>	9
10	11	12	13	14 <b>Payroll 26 Time Entry</b>	15 <b>Perf Evals (1/2 11) for this Payroll.</b>	16 Pay Period 26 Ends
17 Pay Period 1 Starts	18	19	20	21	22 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 1 due 10:00 a.m.</i>	23
24	25 <b>HOLIDAY</b>	26	27 <b>Payroll 1 Time Entry</b> <i>Tool Allowance</i>	28	29 <b>Perf Evals (1/2 11) for this Payroll.</b>	30 Pay Period 1 Ends
31 Pay Period 2 Starts						

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>HOLIDAY</b>	2	3	4	5 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 2 due 10:00 a.m.</i>	6
7	8	9	10	11 <b>Payroll 2 Time Entry</b>	12 <b>Perf Evals (1/2 11) for this Payroll.</b>	13 Pay Period 2 Ends
14 Pay Period 3 Starts	15	16	17	18	19 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 3 due 10:00 a.m.</i>	20
21	22	23	24	25 <b>Payroll 3 Time Entry</b> <i>Tool Allowance</i>	26 <b>Perf Evals (1/2 11) for this Payroll.</b>	27 Pay Period 3 Ends
28 Pay Period 4 Starts	29	30	31			

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 4 due 10:00 a.m.</i>	3
4	5	6	7	8 <b>Payroll 4 Time Entry</b>	9 <b>Perf Evals (1/2 11) for this Payroll.</b>	10 Pay Period 4 Ends
11 Pay Period 5 Starts	12	13	14	15	16 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 5 due 10:00 a.m.</i>	17
18	19	20	21	22 <b>Payroll 5 Time Entry</b> <i>Tool Allowance</i>	23 <b>Perf Evals (1/2 11) for this Payroll.</b>	24 Pay Period 5 Ends
25 Pay Period 6 Starts	26	27	28			

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 6 due 10:00 a.m.</i>	3
4	5	6	7	8 <b>Payroll 6 Time Entry</b>	9 <b>Perf Evals (1/2 11) for this Payroll.</b>	10 Pay Period 6 Ends
11 Pay Period 7 Starts	12	13	14	15	16 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 7 due 10:00 a.m.</i>	17
18	19	20	21	22 <b>Payroll 7 Time Entry</b>	23 <b>Perf Evals (1/2 11) for this Payroll.</b>	24 Pay Period 7 Ends
25 Pay Period 8 Starts	26	27	28	29	30 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 8 due 10:00 a.m.</i>	31

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5 <b>Payroll 8 Time Entry</b>  <i>Clothing and Tool Allowance</i>	6 <b>Perf Evals (1/2 11) for this Payroll.</b>	7 Pay Period 8 Ends
8 Pay Period 9 Starts	9	10	11	12	13 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 9 due 10:00 a.m.</i>	14
15	16	17	18	19 <b>Payroll 9 Time Entry</b>	20 <b>Perf Evals (1/2 11) for this Payroll.</b>	21 Pay Period 9 Ends
22 Pay Period 10 Starts	23	24	25	26	27 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 10 due 10:00 a.m.</i>	28
29	30					

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3 <b>Payroll 10 Time Entry</b>  <i>Tool Allowance</i>	4 <b>Perf Evals (1/2 11) for this Payroll.</b>	5 Pay Period 10 Ends
6 Pay Period 11 Starts	7	8	9	10	11 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 11 due 10:00 a.m.</i>	12
13	14	15	16	17 <b>Payroll 11 Time Entry</b>	18 <b>Perf Evals (1/2 11) for this Payroll.</b>	19 Pay Period 11 Ends
20 Pay Period 12 Starts	21	22	23	24	25 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 12 due 10:00 a.m.</i>	26
27	28 <b>HOLIDAY</b>	29	30	31 <b>Payroll 12 Time Entry</b>  <i>Tool Allowance</i>		

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*



## June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 <b>Perf Evals (1/2 11) for this Payroll.</b>	2 Pay Period 12 Ends
3 Pay Period 13 Starts	4	5	6	7	8 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 13 due 10:00 a.m.</i>	9
10	11	12	13	14 <b>Payroll 13 Time Entry</b>	15 <b>Perf Evals (1/2 11) for this Payroll.</b>	16 Pay Period 13 Ends
17 Pay Period 14 Starts	18	19	20	21	22 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 14 due 10:00 a.m.</i>	23
24	25	26	27	28 <b>Payroll 14 Time Entry</b>  <i>Clothing and Tool Allowance</i>	29 <b>Perf Evals (1/2 11) for this Payroll.</b>	30 Pay Period 14 Ends

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Pay Period 15 Starts	2	3	4 <b>HOLIDAY</b>	5	6 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 15 due 10:00 a.m.</i>	7
8	9	10	11	12 <b>Payroll 15 Time Entry</b>	13 <b>Perf Evals (1/2 11) for this Payroll.</b>	14 Pay Period 15 Ends
15 Pay Period 16 Starts	16	17	18	19	20 <b>\$\$\$</b> <b>Perf Evals (AO) for Next Payroll.</b> <i>All Other Changes for Payroll 16 due 10:00 a.m.</i>	21
22	23	24	25	26 <b>Payroll 16 Time Entry</b>  <i>Tool Allowance</i>	27 <b>Perf Evals (1/2 11) for this Payroll.</b>	28 Pay Period 16 Ends
29 Pay Period 17 Starts	30	31				

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 <b>\$\$\$</b> <b>Perf Evals (AO)</b> <b>for Next Payroll.</b> <i>All Other Changes</i> <i>for Payroll 17 due</i> <i>10:00 a.m.</i>	4
5	6	7	8	9 <b>Payroll 17</b> <b>Time Entry</b>	10 <b>Perf Evals (1/2 11)</b> <b>for this Payroll.</b>	11 Pay Period 17 Ends
12 Pay Period 18 Starts	13	14	15	16	17 <b>\$\$\$</b> <b>Perf Evals (AO)</b> <b>for Next Payroll.</b> <i>All Other Changes</i> <i>for Payroll 18 due</i> <i>10:00 a.m.</i>	18
19	20	21	22	23 <b>Payroll 18</b> <b>Time Entry</b>	24 <b>Perf Evals (1/2 11)</b> <b>for this Payroll.</b>	25 Pay Period 18 Ends
26 Pay Period 19 Starts	27	28	29	30	30 <b>\$\$\$</b> <b>Perf Evals (AO)</b> <b>for Next Payroll.</b> <i>All Other Changes</i> <i>for Payroll 19 due</i> <i>10:00 a.m.</i>	

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 <b>HOLIDAY</b>	4	5	6 <b>Payroll 19 Time Entry</b>  <i>Tool Allowance</i>	7 <b>Perf Evals (1/2 11) for this Payroll.</b>	8 Pay Period 19 Ends
9 Pay Period 20 Starts  Last Pay Period that Personal Leave & Unscheduled Holiday for FY 17-18 may be used	10	11	12	13	14 <b>\$\$\$</b>  <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 20 due 10:00 a.m.</i>	15
16	17	18	19	20 <b>Payroll 20 Time Entry</b>	21 <b>Perf Evals (1/2 11) for this Payroll.</b>	22 Pay Period 20 Ends
23 Pay Period 21 Starts	24	25	26	27	28 <b>\$\$\$</b>  <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 21 due 10:00 a.m.</i>	29
30						

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*

## October 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 <b>Payroll 21 Time Entry</b>  <i>Clothing and Tool Allowance</i>	5 <b>Perf Evals (1/2 11) for this Payroll.</b>	6 Pay Period 21 Ends
7 Pay Period 22 Starts	8	9	10	11	12 <b>\$\$\$</b>  <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 22 due 10:00 a.m.</i>	13
14	15	16	17	18 <b>Payroll 22 Time Entry</b>	19 <b>Perf Evals (1/2 11) for this Payroll.</b>	20 Pay Period 22 Ends
21 Pay Period 23 Starts	22	23	24	25	26 <b>\$\$\$</b>  <b>Perf Evals (AO) for Next Payroll.</b>  <i>All Other Changes for Payroll 23 due 10:00 a.m.</i>	27
28	29	30	31			

**Pay Period Starts:** This is the effective date for all personnel status changes affecting rate of pay.

**Time Entry:** Time entry begins after notification from the Human Resources Department.

**Payday (\$\$\$):** Paychecks are issued on this day.

**Perf Evals (1/2|11):** Six-Month Performance Evaluations (PE), and annual PE's for Step 11 Employees, are due by 5:00 PM.

**Perf. Evals (AO):** *All Other* Performance Evaluations w/Next Date Eligible (NDE) in *next* pay period are due by 5:00 PM.

*Please note: Tool allowance is paid monthly and clothing allowance is paid quarterly.*