

**2017 Monthly Payroll Calendar  
University of Wisconsin-La Crosse**

Monthly Earning Period	Pay Period	Payroll Forms Due*	Pay Date	Note
12/1/2016 - 12/31/2016	Dec M	Mon, Dec 12	1/3/2017	
1/1/2017 - 1/31/2017	Jan M	Fri, Jan 6	2/1/2017	
2/1/2017 - 2/28/2017	Feb M	Fri, Feb 3	3/1/2017	
3/1/2017 - 3/31/2017	Mar M	Fri, Mar 3	3/31/2017	1st summer prepay deduction (9-month contact employees)
4/1/2017 - 4/30/2017	Apr M	Fri, Apr 14	5/1/2017	2nd summer prepay deduction (9-month contact employees)
5/1/2017 - 5/31/2017	May M	Fri, May 12	6/1/2017	3rd summer prepay deduction (9-month contact employees)
6/1/2017 - 6/30/2017	Jun M	Wed, Jun 7	6/30/2017	Last pay period of 2017 fiscal year, Summer Session I payments
7/1/2017 - 7/31/2017	Jul M	Wed, Jul 5	8/1/2017	First pay period of 2018 fiscal year, Summer Session II payments
8/1/2017 - 8/31/2017	Aug M	Fri, Aug 11	9/1/2017	Summer Session III payments
9/1/2017 - 9/30/2017	Sep M	Wed, Aug 30	9/29/2017	First pay period for 2015-16 academic year (9-month employees)
10/1/2017 - 10/31/2017	Oct M	Fri, Oct 6	11/1/2017	UIA deductions (mandatory life ins. for those who qualify)
11/1/2017 - 11/30/2017	Nov M	Fri, Nov 10	12/1/2017	
12/1/2017 - 12/31/2017	Dec M	Fri, Dec 8	1/2/2018	

**\*In order to guarantee processing and be reflected in the earnings for the pay period, the following forms must be received by HR on or before the due date listed:**

Overload and lump sum pay request forms

Faculty/staff appointment documents

Direct deposit, W-4 tax withholding updates/changes

New/updated payroll deductions (including tax sheltered annuity, parking, faculty/staff meal plan, and REC memberships)