

**2018 Monthly Payroll Calendar**  
**University of Wisconsin-La Crosse**

Monthly Earning Period	Pay Period	Payroll Forms Due*	Pay Date	Note
12/1/2017 - 12/31/2017	Dec M	Fri, Dec 8	1/2/2018	
1/1/2018 - 1/31/2018	Jan M	Fri, Jan 5	2/1/2018	
2/1/2018 - 2/28/2018	Feb M	Fri, Feb 2	3/1/2018	
3/1/2018 - 3/31/2018	Mar M	Fri, Mar 2	3/30/2018	1st summer prepay deduction (9-month contact employees)
4/1/2018 - 4/30/2018	Apr M	Fri, Apr 13	5/1/2018	2nd summer prepay deduction (9-month contact employees)
5/1/2018 - 5/31/2018	May M	Fri, May 11	6/1/2018	3rd summer prepay deduction (9-month contact employees)
6/1/2018 - 6/30/2018	Jun M	Wed, Jun 6	6/29/2018	Last pay period of 2018 fiscal year, Summer Session I payments
7/1/2018 - 7/31/2018	Jul M	Tues, Jul 3	8/1/2018	First pay period of 2019 fiscal year, Summer Session II payments
8/1/2018 - 8/31/2018	Aug M	Wed, Aug 1	8/31/2018	Summer Session III payments
9/1/2018 - 9/30/2018	Sep M	Wed, Sep 5	10/1/2018	First pay period for 2018-19 academic year (9-month employees)
10/1/2018 - 10/31/2018	Oct M	Wed, Oct 10	11/1/2018	UIA deductions (mandatory life ins. for those who qualify)
11/1/2018 - 11/30/2018	Nov M	Wed, Nov 7	11/30/2018	
12/1/2018 - 12/31/2018	Dec M	Wed, Dec 5	1/2/2019	

**\*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)