

CALENDAR YEAR 2017 TIMESHEET PROCEDEURES

The State Controller's Office, as the state agency that manages the State of Idaho's payroll, sets deadlines each month of when information has to be in its systems for it to meet its payroll schedule. Based on those deadlines, we have set the following pay periods and associated pay dates for 2017. The pay schedule will change each year based on the State Controller's Office payroll calendar:

PAY PERIOD	PAY DATE	HOURS IN PAY PERIOD (INCLUDING HOLIDAYS)	TIMESHEET SUBMITTED FOR APPROVAL	TIMESHEETS APPROVED BY
November 13 - December 10, 2016	January 1, 2017	160	December 12, 2016	December 14, 2016
December 11, 2016 – January 14, 2017	February 1, 2017	200	January 16, 2017	January 18, 2017
January 15 – February 11, 2017	March 1, 2017	160	February 13, 2017	February 15, 2017
February 12 – March 18, 2017	April 1, 2017	200	March 20, 2017	March 21, 2017
March 19 – April 15, 2017	May 1, 2017	160	April 17, 2017	April 18, 2017
April 16 – May 13, 2017	June 1, 2017	160	May 15, 2017	May 17, 2017
May 14 – June 10, 2017	July 1, 2017	160	June 12, 2017	June 14, 2017
June 11 – July 15, 2017	August 1, 2017	200	July 17, 2017	July 19, 2017
July 16 – August 19, 2017	September 1, 2017	200	August 21, 2017	August 22, 2017
August 20 – September 16, 2017	October 1, 2017	160	September 18, 2017	September 19, 2017
September 17 – October 14, 2017	November 1, 2017	160	October 16, 2017	October 18, 2017
October 15 – November 11, 2017	December 1, 2017	160	November 14, 2017	November 17, 2017
TOTAL HOURS		2,080		

The following procedures are important to follow for completing and submitting your timesheets:

1. In ESS, indicate the number of hours worked each day (or leave accruals used).
2. Submit for approval.
3. You will be paid the 1st day of the following month for the hours worked in a pay period.