

## **PROFESSIONAL INTERNSHIP PROGRAM 2018 PAYROLL SCHEDULE**

PAYROLL INFORMATION SHOULD BE SUBMITTED TO:  
THE CENTER FOR CAREER DEVELOPMENT  
NO LATER THAN **12:00NOON** ON THE LISTED DUE DATES.

### **Timesheet Submission Due Dates**

### **Payroll Check Pick-Up Dates**

January 4, 2018	January 12, 2018
January 23, 2018	January 31, 2018
February 7, 2018	February 15, 2018
February 20, 2018	February 28, 2018
March 7, 2018	March 15, 2018
March 21, 2018	March 30, 2018
April 4, 2018	April 13, 2018
April 18, 2018	April 30, 2018
May 7, 2018 (Final deadline to submit timesheet for Professional Internship Program)	May 15, 2018
May 22, 2018	May 31, 2018
June 5, 2018	June 14, 2018
June 19, 2018	June 28, 2018
July 3, 2018	July 12, 2018
July 23, 2018	July 31, 2018
August 6, 2018	August 15, 2018
August 21, 2018	August 30, 2018
September 5, 2018	September 14, 2018
September 19, 2018	September 28, 2018
October 3, 2018	October 15, 2018
October 23, 2018	October 31, 2018
November 6, 2018	November 15, 2018
November 20, 2018	November 30, 2018
December 4, 2018	December 14, 2018
December 11, 2018	December 19, 2018

\*\*\* Please pick up payroll checks from the Business Office on pay date.

\*\*\* After 7 days checks will be sent to your address listed in the payroll records.