



**2018 Pay Date and Run Date Schedule**

The diocese contracts with an outside payroll processor requiring that payroll be processed 3 business days before the pay date of the payroll, we refer to this as the “Run Date”. The “Run Date” is the date that payroll information is input here at the Diocesan administrative offices and transmitted to our payroll service for processing. By allowing 3 days processing time, this ensures that all direct deposit information is transmitted to each employee account for timely credit on the scheduled pay date. The payroll and run dates are influenced by weekends and holidays and are highlighted in the schedule below. Please note that holiday processing applies in December which means that the payroll dates are the 1<sup>st</sup> and 3<sup>rd</sup> Friday rather than the 2<sup>nd</sup> and 4<sup>th</sup>.

The 2018 Pay Date and Run Date schedule is as follows:

<b>2018 Pay Dates and Run Dates for Payroll:</b>				
	<u>Pay Date</u>	<u>Run Date</u>	<u>Pay Date</u>	<u>Run Date</u>
January	12, Fri	8, Mon	26, Fri	22, Mon
February	9, Fri	5, Mon	23, Fri	16, Fri
March	9, Fri	5, Mon	23, Fri	19, Mon
April	13, Fri	9, Mon	27, Fri	23, Mon
May	11, Fri	7, Mon	25, Fri	21, Mon
June	8, Fri	4, Mon	22, Fri	18, Mon
July	13, Fri	9, Mon	27, Fri	23, Mon
August	10, Fri	6, Mon	24, Fri	20, Mon
September	14, Fri	10, Mon	28, Fri	24, Mon
October	12, Fri	5, Fri	26, Fri	22, Mon
November	9, Fri	5, Mon	23, Fri	16, Fri
<b>December</b>	<b>*7, Fri</b>	<b>3, Mon</b>	<b>* 21, Fri</b>	<b>17, Mon</b>

Please note that the electronic funds transfer (EFT) for payroll will be collected from the parish account on the business day following the pay date which is normally a Monday with the exception of holidays. In the event of a Monday holiday, the funds are collected on Tuesday.