

JULY 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Adjunct Due	4 July 4th Holiday	5	6 Time Recaps/ Empower TOR's & FT Approvals Due * Timecards, Pink Forms & PT Empower approvals Due **	7	8
9	10	11	12	13	14 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	15
16	17	18	19 Time Recaps/Empower Time-Off Requests & FT Approvals Due *** Adjunct Due	20	21 Timecards, Pink Forms and Empower approvals for PT Due ****	22
23	24 Pioneer Day Holiday	25	26	27	28	29
30	31 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	NOTES: * Approvals for June 16th - June 30th. Make sure date range box is unchecked in Empower. ** Approvals for June 21st - July 5th. *** Approvals for July 1st - July 15th **** Approvals for July 6th - July 20th.				

AUGUST 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Time Recaps/Empower Time-Off Requests & FT Approvals Due *	4	5
6	7 Timecards, Pink Forms and Empower approvals for PT Due **	8	9	10	11	12
13	14	15 Full-time Pay Day Part-time Pay Day	16	17	18 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	19
20	21 Timecards, Pink Forms and Empower approvals for PT Due ****	22	23	24	25	26
27	28	29	30	31 Full-time Pay Day Part-time Pay Day		
		NOTES: * Approvals for July 16th - July 31st. Make sure date range box is unchecked in Empower. ** Approvals for July 21st - August 5th *** Approvals for August 1st - August 15th. **** Approvals for August 6th - August 20th.				

SEPTEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Adjunct Due	2
3	4 Labor Day Holiday	5	6 Time Recaps/ Empower TOR's & FT Approvals Due * Timecards, Pink Forms & PT Empower approvals Due **	7	8	9
10	11	12	13	14	15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	16
17	18	19 Adjunct Due	20 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	21 Timecards, Pink Forms and Empower approvals for PT Due ****	22	23
24	25	26	27	28	29 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	30
		NOTES: * Approvals for August 16th - August 31st. Make sure date range box is unchecked in Empower. ** Approvals for August 21st - September 5th *** Approvals for September 1st - September 15th. **** Approvals for September 6th - September 20th.				

OCTOBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Time Recaps/Empower Time-Off Requests & FT Approvals Due * Adjunct Due	5	6 Timecards, Pink Forms and Empower approvals for PT Due **	7
8	9	10	11	12	13 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	14
15	16	17	18 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	19 Adjunct Due	20	21
22	23 Timecards, Pink Forms and Empower approvals for PT Due ****	24	25	26	27	28
29	30	31 Full-time Pay Day Part-time Pay Day Adjunct Pay Day				
		NOTES: * Approvals for September 16th - September 30th. Make sure date range box is unchecked in Empower. ** Approvals for September 21st - October 5th *** Approvals for October 1st - October 15th. **** Approvals for October 6th - October 20th.				

NOVEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 Adjunct Due	3 Time Recaps/Empower Time-Off Requests & FT Approvals Due *	4
5	6 Timecards, Pink Forms and Empower approvals for PT Due **	7	8	9	10	11
12	13	14	15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	16	17 Adjunct Due	18
19	20 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	21 Timecards, Pink Forms and Empower approvals for PT Due ****	22	23 Thanksgiving Holiday	24 Thanksgiving Holiday	25
26	27	28	29	30 Full-time Pay Day Part-time Pay Day Adjunct Pay Day		
		NOTES: * Approvals for October 16th - October 31st. Make sure date range box is unchecked in Empower. ** Approvals for October 21st - November 5th *** Approvals for November 1st - November 15th. **** Approvals for November 6th - November 20th.				

DECEMBER 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Adjunct Due	5 Time Recaps/Empower Time-Off Requests & FT Approvals Due *	6 Timecards, Pink Forms and Empower approvals for PT Due **	7	8	9
10	11	12	13	14	15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	16
17	18	19	20 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	21 Timecards, Pink Forms and Empower approvals for PT Due BY NOON ****	22	23
24	25 Christmas Holiday	26 Christmas Holiday	27	28	29 Full-time Pay Day Part-time Pay Day	30
31		NOTES: * Approvals for November 16th - November 30th. Make sure date range box is unchecked in Empower. ** Approvals for November 21st - December 5th *** Approvals for December 1st - December 15th. **** Approvals for December 6th - December 20th.				

JANUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 New Years Day Holiday	2	3	4 Time Recaps/Empower Time-Off Requests & FT Approvals Due *	5	6
7	8 Timecards, Pink Forms and Empower approvals for PT Due BY NOON **	9	10	11	12 Full-time Pay Day Part-time Pay Day	13
14	15 Martin Luther King Jr. Holiday	16	17	18 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	19	20
21	22 Timecards, Pink Forms and Empower approvals for PT Due ****	23	24	25	26	27
28	29	30	31 Full-time Pay Day Part-time Pay Day			
		NOTES: * Approvals for December 16th - December 31st. Make sure date range box is unchecked in Empower. **Approvals for December 21st - January 5th ***Approvals for January 1st - January 15th. **** Approvals for January 6th - January 20th.				

FEBRUARY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Adjunct Due	3
4	5 Time Recaps/Empower Time-Off Requests & FT Approvals Due *	6 Timecards, Pink Forms and Empower approvals for PT Due **	7	8	9	10
11	12	13	14	15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	16 Adjunct Due	17
18	19 Presidents' Day Holiday	20	21 Time Recaps/ Empower TOR's & FT Approvals Due *** Timecards, Pink Forms & PT Empower approvals Due ****	22	23	24
25	26	27	28 Full-time Pay Day Part-time Pay Day Adjunct Pay Day			
		NOTES: * Approvals for January 16th - January 31st. Make sure date range box is unchecked in Empower. ** Approvals for January 21st - February 5th *** Approvals for February 1st - February 15th. **** Approvals for February 6th - February 20th.				

MARCH 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Adjunct Due	3
4	5 Time Recaps/Empower Time-Off Requests & FT Approvals Due *	6 Timecards, Pink Forms and Empower approvals for PT Due **	7	8	9	10
11	12	13	14	15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	16	17
18	19 Adjunct Due	20 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	21 Timecards, Pink Forms and Empower approvals for PT Due ****	22	23	24
25	26	27	28	29	30 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	31
		NOTES: * Approvals for February 16th - February 28th. Make sure date range box is unchecked in Empower. ** Approvals for February 21st - March 5th *** Approvals for March 1st - March 15th. **** Approvals for March 6th - March 20th.				

APRIL 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4 Time Recaps/Empower Time-Off Requests & FT Approvals Due * Adjunct Due	5	6 Timecards, Pink Forms and Empower approvals for PT Due **	7
8	9	10	11	12	13 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	14
15	16	17	18 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	19 Adjunct Due	20	21
22	23 Timecards, Pink Forms and Empower approvals for PT Due ****	24	25	26	27	28
29	30 Full-time Pay Day Part-time Pay Day Adjunct Pay Day					
		NOTES:	<p>* Approvals for March 16th - March 31st. Make sure date range box is unchecked in Empower. **Approvals for March 21st - April 5th ***Approvals for April 1st - April 15th. **** Approvals for April 6th - April 20th.</p>			

MAY 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Time Recaps/Empower Time-Off Requests & FT Approvals Due * Adjunct Due	4	5
6	7 Timecards, Pink Forms and Empower approvals for PT Due **	8	9	10	11	12
13	14	15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	16	17	18 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	19
20	21 Timecards, Pink Forms and Empower approvals for PT Due ****	22	23	24	25	26
27	28 Memorial Day Holiday	29	30	31 Full-time Pay Day Part-time Pay Day		
		NOTES: * Approvals for April 16th - April 30th. Make sure date range box is unchecked in Empower. ** Approvals for April 21st - May 5th *** Approvals for May 1st - May 15th. **** Approvals for May 6th - May 20th.				

JUNE 2018

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4 Adjunct Due	5 Time Recaps/Empower Time-Off Requests & FT Approvals Due *	6 Timecards, Pink Forms and Empower approvals for PT Due **	7	8	9
10	11	12	13	14	15 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	16
17	18	19 Adjunct Due	20 Time Recaps/Empower Time-Off Requests & FT Approvals Due ***	21 Timecards, Pink Forms and Empower approvals for PT Due ****	22	23
24	25	26	27	28	29 Full-time Pay Day Part-time Pay Day Adjunct Pay Day	30
		NOTES: * Approvals for May 16th - May 31st. Make sure date range box is unchecked in Empower. ** Approvals for May 21st - June 5th *** Approvals for June 1st - June 15th. **** Approvals for June 6th - June 20th.				