

**The Claremont Colleges Services
Monthly Salary Payroll Schedule
2018**

| Payroll # | Holiday | Begin: | End: | Pay Date: | Data Entry (New Hires, Changes, Etc.) Closes At: 10:00PM | OPENS Payroll Imports Timesheets. SPAs Also DUE At: 8:00AM | TCCS Payroll Closes and Prints Checks At: 8:00AM | Kronos Pay Period Advanced At: 10:00AM |
|-----------|---------|-----------|------------|------------|--|---|---|--|
| MA8 | 1,2 | 1/1/2018 | 1/31/2018 | 1/26/2018 | 1/18/2018 | 1/19/2018 | 1/24/2018 | 2/9/2018 |
| MB8 | | 2/1/2018 | 2/28/2018 | 2/26/2018 | 2/19/2018 | 2/20/2018 | 2/22/2018 | 3/9/2018 |
| MC8 | 3 | 3/1/2018 | 3/31/2018 | 3/26/2018 | 3/19/2018 | 3/20/2018 | 3/22/2018 | 4/10/2018 |
| MD8 | | 4/1/2018 | 4/30/2018 | 4/26/2018 | 4/19/2018 | 4/20/2018 | 4/24/2018 | 5/10/2018 |
| ME8 | 4 | 5/1/2018 | 5/31/2018 | 5/25/2018 | 5/17/2018 | 5/18/2018 | 5/23/2018 | 6/8/2018 |
| MF8 | | 6/1/2018 | 6/30/2018 | 6/26/2018 | 6/19/2018 | 6/20/2018 | 6/22/2018 | 7/10/2018 |
| MG8 | 5 | 7/1/2018 | 7/31/2018 | 7/26/2018 | 7/18/2018 | 7/19/2018 | 7/24/2018 | 8/10/2018 |
| MH8 | | 8/1/2018 | 8/31/2018 | 8/24/2018 | 8/16/2018 | 8/17/2018 | 8/22/2018 | 9/10/2018 |
| MI8 | 6 | 9/1/2018 | 9/30/2018 | 9/26/2018 | 9/19/2018 | 9/20/2018 | 9/24/2018 | 10/10/2018 |
| MJ8 | | 10/1/2018 | 10/31/2018 | 10/26/2018 | 10/18/2018 | 10/19/2018 | 10/24/2018 | 11/9/2018 |
| MK8 | 7,8 | 11/1/2018 | 11/30/2018 | 11/26/2018 | 11/18/2018 | 11/19/2018 | 11/21/2018 | 12/10/2018 |
| ML8 | 9,10 | 12/1/2018 | 12/31/2018 | 12/21/2018 | 12/16/2018 | 12/17/2018 | 12/19/2018 | 1/10/2019 |

ALL DATES SUBJECT TO CHANGE

| College Holidays | |
|----------------------------------|------------|
| 1. New Year's Day | 1/1/2018 |
| 2. Martin Luther King, Jr. Day | 1/15/2018 |
| 3. Cesar Chavez Day | 3/30/2018 |
| 4. Memorial Day | 5/28/2018 |
| 5. Independence Day (Observed) | 7/4/2018 |
| 6. Labor Day | 9/3/2018 |
| 7. Thanksgiving Day | 11/22/2018 |
| 8. Friday following Thanksgiving | 11/23/2018 |
| 9. Winter Holiday | 12/24/2018 |
| 10. Winter Holiday | 12/25/2018 |

| Bank Holidays | |
|---------------|------------|
| | 1/1/2018 |
| | 1/15/2018 |
| | 2/19/2018 |
| | 5/28/2018 |
| | 7/4/2018 |
| | 9/3/2018 |
| | 10/8/2018 |
| | 11/12/2018 |
| | 11/22/2018 |
| | 12/25/2018 |