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| July | 2018 |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|  | **ONE-DAY TIME ENTRY**  **Time Entry Closes – PR 01 @ 5pm**  **Adjustment forms – PR 01 & final paperwork due for payroll 02 by 4:30 pm** | **Time Entry Correction forms due PR 01**  **Paperwork due for payroll 03** | **UMBC CLOSED**  **INDEPENDENCE DAY** | **Paperwork due for PR03**  **bvbb** | **Paperwork due for PR03** | **PR 01 Ends** |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| **PR 02 Starts**  **07/08/18 – 07/21/18** | **Paperwork due for PR03** | **Paperwork due for PR03** | **Paperwork due for PR03** | **Paperwork due for PR03** | **Paperwork due for PR03**  **PR 01 Paycheck Issued** |  |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
|  | **Time Entry – PR 02**  **Paperwork due for PR03** | **Time Entry Closes – PR 02 @ 5pm**  **Adjustment Forms – PR 02 & final paperwork due for payroll 03 by 4:30pm** | **Paperwork due for PR04** | **Paperwork due for PR04** | **Paperwork due for PR04** | **PR 02 Ends** |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| **PR 03 Starts**  **07/22/18 – 08/04/18** | **Paperwork due for PR04** | **Paperwork due for PR04** | **Paperwork due for PR04** | **Paperwork due for PR04** | **Paperwork due for PR04**  **PR 02 Paycheck Issued** |  |
| 29 | 30 | 31 |  |  |  |  |
|  | **Time Entry - PR 03**  **Paperwork due for PR04** | **Time Entry Closes – PR 03 @ 5pm**  **Adjustment forms – PR 03 & final paperwork due for payroll 04 by 4:30pm** |  |  |  |  |

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| August | 2018 |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  |  |  | 1 | 2 | 3 | 4 |
|  |  |  | **Paperwork due for PR05** | **Paperwork due for PR05**  **bvbb** | **Paperwork due for PR05** | **PR03 Ends** |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| **PR 04 Starts**  **08/05/18 – 08/18/18** | **Paperwork due for PR05** | **Paperwork due for PR05** | **Paperwork due for PR05** | **Paperwork due for PR05** | **Paperwork due for PR05**  **PR 03 Paycheck Issued** |  |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
|  | **Time Entry – PR 04**  **Paperwork due for PR05** | **Time Entry Closes – PR 04 @ 5pm**  **Adjustment Forms – PR 04 & final paperwork due for payroll 05 by 4:30pm** | **Time Entry Correction forms due PR 04**  **Paperwork due for PR06** | **Paperwork due for PR06** | **Paperwork due for PR06** | **PR 04 Ends** |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| **PR 05 Starts**  **08/19/18 – 09/01/18** | **Paperwork due for PR06** | **Paperwork due for PR06** | **Paperwork due for PR06** | **Paperwork due for PR06** | **Paperwork due for PR06**  **PR 04 Paycheck Issued** |  |
| 26 | 27 | 28 | 29 | 30 | 31 |  |
|  | **ONE-DAY TIME ENTRY**  **Time Entry Closes – PR 05 @5pm**  **Adjustment forms – PR 05 & final paperwork due for payroll 06 by 4:30 pm** | **Time Entry Correction forms due PR 05**  **Paperwork due for payroll 07** | **Paperwork due for PR07** | **Paperwork due for PR07** | **Paperwork due for PR07** |  |

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| **September** | **2018** |
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| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
|  |  |  |  |  |  | 1 |
|  |  |  |  | bvbb |  | **PR 05 Ends** |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| **PR 06 Starts**  **09/02/18-09/15/18** | **UMBC CLOSED**  **LABOR DAY** | **Paperwork due for PR07** | **Paperwork due for PR07** | **Paperwork due for PR07** | **Paperwork due for PR07**  **PR 05 Paycheck Issued** |  |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
|  | **Time Entry – PR 06**  **Paperwork due for PR07** | **Time Entry Closes – PR 06 @ 5pm**  **Adjustment Forms – PR 06 & final paperwork due for payroll 07 by 4:30pm** | **Time Entry Correction forms due PR 06**  **Paperwork due for PR08** | **Paperwork due for PR08** | **Paperwork due for PR08** | **PR 06 Ends** |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| **PR 07 Starts**  **09/16/18-09/29/18** | **Paperwork due for PR08** | **Paperwork due for PR08** | **Paperwork due for PR08** | **Paperwork due for PR08** | **Paperwork due for PR08**  **PR 06 Paycheck Issued** |  |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
|  | **Time Entry – PR 07**  **Paperwork due for PR08** | **Time Entry Closes – PR 07 @ 5pm**  **Adjustment Forms – PR 07 & final paperwork due for payroll 08 by 4:30pm** | **Time Entry Correction forms due PR 07**  **Paperwork due for PR09** | **Paperwork due for PR09** | **Paperwork due for PR09** | **PR 07 Ends** |
| 30 |  |  |  |  |  |  |
| **PR 08 Starts**  **09/30/18-10/13/18** |  |  |  |  |  |  |

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| October | 2018 |
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| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|  | 1 | 2 | 3 | 4 | 5 | 6 |
|  | **Paperwork due for PR09** | **Paperwork due for PR09** | **Paperwork due for PR09** | **Paperwork due for PR09**  bvbb | **Paperwork due for PR09**  **PR 07 Paycheck Issued** |  |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|  | **Time Entry – PR 08**  **Paperwork due for PR09** | **Time Entry Closes – PR 08 @ 5pm**  **Adjustment Forms – PR 08 & final paperwork due for payroll 09 by 4:30pm** | **Time Entry Correction forms due PR 08**  **Paperwork due for PR10** | **Paperwork due for PR10** | **Paperwork due for PR10** | **PR 08 Ends** |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| **PR 09 Starts**  **10/14/18-10/27/18** | **Paperwork due for PR10** | **Paperwork due for PR10** | **Paperwork due for PR10** | **Paperwork due for PR10** | **Paperwork due for PR10**  **PR 08 Paycheck Issued** |  |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
|  | **Time Entry – PR 09**  **Paperwork due for PR10** | **Time Entry Closes – PR 09 @ 5pm**  **Adjustment Forms – PR 09 & final paperwork due for payroll 10 by 4:30pm** | **Time Entry Correction forms due PR 09**  **Paperwork due for PR11** | **Paperwork due for PR11** | **Paperwork due for PR11** | **PR 09 Ends** |
| 28 | 29 | 30 | 31 |  |  |  |
| **PR 10 Starts**  **10/28/18-11/10/18** | **Paperwork due for PR11** | **Paperwork due for PR11** | **Paperwork due for PR11** |  |  |  |