



XAVIER UNIVERSITY OF LOUISIANA

OFFICE OF HUMAN RESOURCES

1 Drexel Drive • Box 104-C
New Orleans, Louisiana 70125-1098
(504) 520-7537 • Fax (504) 520-7937

2017 Exempt Employee Pay/Approval Dates

No.	Payroll Period	KRONOS Approval	Pay Date
1	Jan 1 - Jan 31	Jan 20	Jan 31
2	Feb 1 - Feb 28	Feb 17	Feb 27
3	Mar 1 - Mar 31	Mar 22	Mar 31
4	Apr 1 - Apr 30	Apr 20	Apr 28
5	May 1 - May 31	May 19	May 31
6	Jun 1 - Jun 30	Jun 21	Jun 30
7	Jul 1 - Jul 31	Jul 20	Jul 31
8	Aug 1 - Aug 31	Aug 22	Aug 31
9	Sept 1 - Sept 30	Sept 20	Sept 29
10	Oct 1 - Oct 31	Oct 20	Oct 31
11	Nov 1 - Nov 30	Nov 15	Nov 30
12	Dec 1 - Dec 31	Dec 14	Dec 29

All Electronic Personnel Action Forms (EPAF) for monthly employees must be received in Human Resources **by the 20th of the month** prior to the pay period in which they are to be processed.

Please Note:

PAID TIME OFF HOURS SUCH AS (VACATION, SICK LEAVE, ETC.)

NOT ENTERED PRIOR TO THE TIME CARD BEING APPROVED MUST BE ENTERED INTO KRONOS BY THE LAST WORKING DAY IN THE MONTH LEAVE WAS TAKEN.



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2017 Non-Exempt Employee Pay/Approval Dates

No.	Payroll Period	KRONOS Approval	Pay Date
1	Dec 18 - Dec 31	Jan 2	Jan 6
2	Jan 1 - Jan 14	Jan 17	Jan 20
3	Jan 15 - Jan 28	Jan 30	Feb 3
4	Jan 29 - Feb 11	Feb 13	Feb 17
5	Feb 12 - Feb 25	Feb 24	Mar 3
6	Feb 26 - Mar 11	Mar 13	Mar 17
7	Mar 12 - Mar 25	Mar 27	Mar 31
8	Mar 26 - Apr 8	Apr 10	Apr 14
9	Apr 9 - Apr 22	Apr 24	Apr 28
10	Apr 23 - May 6	May 8	May 12
11	May 7 - May 20	May 22	May 26
12	May 21 - Jun 3	Jun 5	Jun 9
13	Jun 4 - Jun 17	Jun 19	Jun 23
14	Jun 18 - Jul 1	Jul 3	Jul 7
15	Jul 2 - Jul 15	Jul 17	Jul 21
16	Jul 16 - Jul 29	Jul 31	Aug 4
17	Jul 30 - Aug 12	Aug 14	Aug 18
18	Aug 13- Aug 26	Aug 28	Sept 1
19	Aug 27 - Sep 9	Sep 11	Sept 15
20	Sep 10 - Sep 23	Sep 25	Sep 29
21	Sep 24 - Oct 7	Oct 9	Oct 13
22	Oct 8 - Oct 21	Oct 23	Oct 27
23	Oct 22 - Nov 4	Nov 6	Nov 10
24	Nov 5 - Nov 18	Nov 20	Nov 24
25	Nov 19 - Dec 2	Dec 4	Dec 8
26	Dec 3 - Dec 16	Dec 18	Dec 22

All Non-Exempt Timecards must be approved in KRONOS by the Approval/Timekeeper on or prior to the KRONOS approval date. *There will be no pay adjustments outside of the pay period.* **No Exceptions.**

Electronic Personnel Action Forms (EPAF) are due in Human Resources **two weeks** prior to the start of the pay period in which it is to be processed.

* Holiday