

LINCOLN UNIVERSITY
Due Dates for Timesheet, SER, and PTR - 2017

EM
Pay cycle

MM
Pay cycle

ST
Pay cycle

Dates are subject to change.

EM		MM			ST		
PTR	EM	PTR	Timesheet	MM	SER	Timesheet	ST
Due Date	Pay Date	Due Date	Due Date	Pay Date	Due Date	Due Date	Pay Date
01/17/17	01/31/17	12/01/16	01/03/17	01/13/17	12/01/16	01/03/17	01/13/17
02/14/17	02/28/17	01/03/17	02/01/17	02/15/17	01/03/17	02/01/17	02/15/17
03/17/17	03/31/17	02/01/17	03/01/17	03/15/17	02/01/17	03/01/17	03/15/17
04/14/17	04/28/17	03/01/17	04/03/17	04/13/17	03/01/17	04/03/17	04/13/17
05/17/17	05/31/17	04/03/17	05/01/17	05/15/17	04/03/17	05/01/17	05/11/17
06/15/17	06/29/17	05/01/17	06/01/17	06/15/17	05/01/17	06/01/17	06/15/17
07/17/17	07/31/17	06/01/17	07/03/17	07/13/17	06/01/17	07/03/17	07/13/17
08/17/17	08/31/17	07/03/17	08/01/17	08/15/17	07/03/17	08/01/17	08/15/17
09/15/17	09/29/17	08/01/17	09/01/17	09/15/17	08/01/17	09/01/17	09/15/17
10/17/17	10/31/17	09/01/17	10/02/17	10/13/17	09/01/17	10/02/17	10/13/17
11/16/17	11/30/17	10/02/17	11/01/17	11/15/17	10/02/17	11/01/17	11/15/17
12/07/17	12/21/17	11/01/17	12/01/17	12/15/17	11/01/17	12/01/17	12/07/17

- * PTR's or SER's are due to Human Resources (with all necessary signatures) in 101 Young Hall before employee is to begin working.
- * Timesheets are due to the Payroll Office in 207 Young Hall by close of business on due date, as well as PTR or SER received by stated due date, to be included in pay cycle.
- * Benefit enrollment/termination/change forms
- * W-4 forms
- * Direct deposit forms
- * Annuity forms
- * Etc.