

January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 New Year's Day	2 SA, GA & Supplemental Pay Day Run ZHRSESP	3 Hourly time entry deadline HX 1 (PHATIME)	4	5 Supplemental EPAF Deadline	6
7	8	9	10 Hourly & Supplemental pay day	11 Hourly EPAF deadline	12 Run ZHRSESP	13
14	15 Martin Luther King, Jr. Day	16	17	18 Hourly time entry deadline HX 2 (PHATIME)	19	20
21	22 SA,GA & Supplemental EPAF deadline	23	24 Leave deadline SA/GA 2 (PHATIME)	25 Hourly and Supplemental pay day	26	27
28	29 Hourly & Supplemental EPAF deadline	30	31	Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee		

February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee				1 SA,GA & Supplemental pay day Run ZHRSESP	2 Hourly time entry deadline HX 3 (PHATIME)	3
4	5	6	7 Supplemental deadline	8	9	10
11	12 Hourly & Supplemental pay day	13 Hourly EPAF deadline Run ZHRSESP	14	15	16 Hourly time entry deadline HX 4 (PHATIME) SA & GA EPAF deadline	17
18	19 Presidents' Day	20	21 Leave deadline SA/GA 3 (PHATIME) Supplemental deadline	22	23	24
25	26 Hourly & Supplemental EPAF deadline Hourly & Supplemental pay day	27	28			

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee				1 SA,GA & Supplemental pay day Run ZHRSESP	2 Hourly time entry deadline HX 5 (PHATIME)	3
4	5	6	7 Supplemental deadline	8	9	10
11	12 Hourly & Supplemental pay day	13 Hourly EPAF deadline	14	15 Run ZHRSESP	16 Hourly time entry deadline HX 6 (PHATIME)	17
18	19	20	21 SA & GA EPAF deadline Supplemental deadline	22	23 Leave deadline SA/GA 4 (PHATIME)	24
25	26 Hourly & Supplemental pay day	27	28 Hourly EPAF deadline Supplemental deadline	29	30	31

April 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 SA, GA & Supplemental pay day Run ZHRSESP	3 Hourly time entry deadline HX 7 (PHATIME)	4	5 Supplemental deadline	6	7
8	9	10 Hourly & Supplemental payday	11	12 Hourly EPAF deadline	13 Run ZHRSESP	14
15	16	17	18 Hourly time entry deadline HX 8 (PHATIME)	19 SA, GA & EPAF deadline	20 Supplemental deadline	21
22	23 Leave deadline SA/GA 5 (PHATIME)	24	25 Hourly & Supplemental pay day	26 Hourly EPAF deadline Supplemental deadline	27	28
29	30	Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee				

May 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee		1 SA,GA & Supplemental pay day Run ZHRSESP	2	3 Hourly time entry deadline HX 9 (PHATIME)	4	5
6	7 Supplemental deadline	8	9	10 Hourly & Supplemental pay day	11 Hourly EPAF deadline	12
13	14	15 Run ZHRSESP	16	17	18 Hourly time entry deadline HX 10 (PHATIME)	19
20	21	22 SA & GA EPAF Deadline Supplemental deadline	23	24 Leave deadline SA/GA 6 (PHATIME)	25 Hourly & Supplemental pay day	26
27	28 Memorial Day	29 Hourly EPAF deadline Supplemental deadline	30	31		

June 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee					1 SA, GA & Supplemental Pay Day Hourly time entry deadline HX 11 (PHATIME) Run ZHRSESP	2
3	4	5	6 Supplemental deadline	7	8	9
10	11 Hourly & Supplemental pay day	12	13 Hourly EPAF deadline	14	15 Run ZHRSESP	16
17	18 Hourly time entry deadline HX 12 (PHATIME)	19	20 SA,GA EPAF deadline Supplemental deadline	21	22 Leave deadline SA/GA 7 (PHATIME)	23
24	25 Hourly and Supplemental pay day	26	27 Hourly EPAF deadline Supplemental deadline	28	29	30

July 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 SA, GA & Supplemental pay day Run ZHRSESP	3 Hourly time entry deadline HX 13 (PHATIME)	4 Independence Day	5 Supplemental deadline	6	7
8	9	10 Hourly & Supplemental payday	11	12 Hourly EPAF deadline	13 Run ZHRSESP	14
15	16	17	18 Hourly time entry deadline HX 14 (PHATIME)	19 SA, GA & EPAF deadline Supplemental deadline	20	21
22	23 Leave deadline SA/GA 8 (PHATIME)	24 Pioneer Day	25 Hourly & Supplemental pay day	26	27 Hourly EPAF deadline Supplemental deadline	28
29	30	31	Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee			

August 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee			1 SA,GA & Supplemental pay day Run ZHRSESP	2	3 Hourly time entry deadline HX 15 (PHATIME)	4
5	6	7 Supplemental deadline	8	9	10 Hourly and Supplemental pay day	11
12	13 Hourly EPAF deadline	14	15 Run ZHRSESP	16	17 Hourly time entry deadline HX 16 (PHATIME)	18
19	20	21	22 SA & GA EPAF Deadline Supplemental deadline	23	24 Leave deadline SA & GA 9 (PHATIME)	25
26	27 Hourly & Supplemental pay day	28	29 Hourly EPAF deadline Supplemental deadline	30	31	

September 2018

Sundays	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee						1
2	3 Labor Day	4 SA, GA & Supplemental pay day Hourly time entry deadline HX 17 (PHATIME) Run ZHRSESP	5 Supplemental deadline	6	7	8
9	10 Hourly & Supplemental pay day	11	12 Hourly EPAF deadline	13	14 Run ZHRSESP	15
16	17	18 Hourly time entry deadline 18 HX (PHATIME)	19 SA & GA EPAF deadline	20 Supplemental deadline	21 Leave deadline SA/GA 10 (PHATIME)	22
23	24	25 Hourly & Supplemental pay day	26 Hourly EPAF deadline Supplemental deadline	27	28	29
30						

October 2018

Sunda	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 SA, GA & Supplemental pay day Run ZHRSESP	2	3 Hourly time entry deadline HX 19 (PHATIME)	4	5 Supplemental deadline	6
7	8	9	10 Hourly and Supplemental pay day	11 Hourly EPAF deadline	12	13
14	15 Run ZHRSESP	16	17	18 Hourly time entry deadline HX 20 (PHATIME)	19	20
21	22 SA & GA EPAF deadline Supplemental deadline	23	24 Leave deadline SA/GA 11 (PHATIME)	25 Hourly and Supplemental pay day	26	27
28	29 Hourly EPAF deadline Supplemental deadline	30	31	Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee		

November 2018

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Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee				1 SA,GA & Supplemental pay day Run ZHRSESP	2 Hourly time entry deadline HX 21 (PHATIME)	3
4	5	6 Supplemental deadline	7	8	9	10
11	12 Hourly & Supplemental pay day	13 Hourly EPAF deadline	14	15 SA,GA EPAF deadline Run ZHRSESP	16 Hourly time entry deadline HX 22 (PHATIME)	17
18	19 Leave deadline SA/GA 12 (PHATIME) Supplemental deadline	20	21	22 Thanksgiving Break	23 Thanksgiving Break	24
25	26 Hourly & Supplemental pay day	27	28 Hourly EPAF deadline Supplemental deadline	29	30	

December 2018

Sundays	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee						1
2	3 SA, GA & Supplemental payday Hourly time entry deadline HX 23 (PHATIME) Run ZHRSESP	4	5 Supplemental deadline	6	7	8
9	10 Hourly & Supplemental pay day	11	12 Hourly EPAF deadline	13	14 Run ZHRSESP	15
16	17 SA & GA EPAF deadline	18 Hourly time entry deadline HX 24 (PHATIME)	19 Leave deadline SA/GA 1 - 2019 (PHATIME) Supplemental deadline	20	21	22
23	Holiday	Holiday	26 Holiday Hourly & Supplemental pay day	27 Hourly EPAF deadline Supplemental deadline	28	29
30	31					

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Pay Days EPAF Deadlines PHATIME Deadlines **All New Benefit Eligible employees must review the New Employee Benefits packet at hr.usu.edu/benefits/newemployee		1 New Year's Day (Observed)	2 SA, GA & Supplemental pay day Run ZHRSESP	3 Hourly time entry deadline HX 1 - 2019 (PHATIME)	4	5
6	7 Supplemental deadline	8	9	10 Hourly & Supplemental pay day	11 Hourly EPAF deadline	12
13	14	15 Run ZHRSESP	16	17	18 Hourly time entry deadline HX 2 (PHATIME)	19
20	21 Martin Luther King Jr Day	22 SA & GA EPAF deadline Supplemental deadline	23	24 Leave deadline SA/GA 2 (PHATIME)	25 Hourly & Supplemental pay day	26
27	28	29 Hourly EPAF Deadline Supplemental deadline	30	31		