



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

2018 Exempt Employee Pay/Approval Dates

No.	Payroll Period	KRONOS Approval/ EPAF Submission Cutoff Date	Pay Date
1	Jan 1 - Jan 31	Feb 5	Jan 31
2	Feb 1 - Feb 28	Mar 5	Feb 28
3	Mar 1 - Mar 31	April 5	Mar 30
4	Apr 1 - Apr 30	May 5	Apr 30
5	May 1 - May 31	June 5	May 31
6	Jun 1 - Jun 30	July 5	Jun 29
7	Jul 1 - Jul 31	Aug 5	Jul 31
8	Aug 1 - Aug 31	Sept 5	Aug 31
9	Sept 1 - Sept 30	Oct 5	Sept 28
10	Oct 1 - Oct 31	Nov 5	Oct 31
11	Nov 1 - Nov 30	Dec 5	Nov 30
12	Dec 1 - Dec 31	Jan 5	Dec 31

All Electronic Personnel Action Forms (EPAF) for monthly employees must be received in Human Resources **by the 20th of the month** 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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2018 Non-Exempt Employee Pay/Approval Dates

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

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 the ***first day of the pay period*** in which it is to be processed.