

# January 2017

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

# February 2017

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

# March 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Pay Days</b> <b>EPAF Deadlines</b> <b>PHATIME Deadlines</b> <b>**All New Benefit Eligible employees must review the New Employee Benefits packet at <a href="http://hr.usu.edu/benefits/newemployeee">hr.usu.edu/benefits/newemployeee</a></b>			1 SA,GA & Supplemental pay day Run ZHRSESP	2	3 Hourly time entry deadline HX 5 (PHATIME)	4
5	6	7 Supplemental EPAF deadline	8	9	10 Hourly & Supplemental pay day	11
12	13 Hourly EPAF deadline Run ZHRSESP	14	15	16	17 Hourly time entry deadline HX6 (PHATIME)	18
19	20	21	22 SA, GA & Supplemental EPAF deadline	23	24 Leave deadline SA/GA 4 (PHATIME)	25
26	27 Hourly & supplemental pay day	28 Hourly EPAF deadline	29 Supplemental EPAF deadline	30	31	

# April 2017

Sundays	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Pay Days</b> <b>EPAF Deadlines</b> <b>PHATIME Deadlines</b> <b>**All New Benefit Eligible employees must review the New Employee Benefits packet at <a href="http://hr.usu.edu/benefits/newemployee">hr.usu.edu/benefits/newemployee</a></b>						1
2	3 SA, GA & Supplemental pay day Hourly time entry deadline HX 7 (PHATIME) Run ZHRSESP	4	5	6 Supplemental EPAF deadline	7	8
9	10 Hourly & Supplemental pay day	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 EPAF deadline	21 Leave deadline SA/GA 5 (PHATIME)	22
23	24	25 Hourly & Supplemental pay day	26 Hourly EPAF deadline	27 Supplemental EPAF deadline		29
30						

# May 2017

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

# June 2017

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

# July 2017

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

# August 2017

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



# September 2017

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

# October 2017

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

# November 2017

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

# December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Pay Days</b> <b>EPAF Deadlines</b> <b>PHATIME Deadlines</b> <b>**All New Benefit Eligible employees must review the New Employee Benefits packet at <a href="http://hr.usu.edu/benefits/newemployee">hr.usu.edu/benefits/newemployee</a></b>					1 SA, GA & SUPPLEMENTAL PAY DAY Hourly time entry deadline HX 23 (PHATIME 2016) Run ZHRSESP	2
3	4	5	6 Supplemental EPAF deadline	7	8	9
10	11 Hourly & Supplemental pay day	12	13 Hourly EPAF deadline  Run ZHRSESP	14	15 SA & GA EPAF deadline	16
17	18 Hourly time entry deadline HX 24 (PHATIME)	19 Leave deadline SA/GA 1 (PHATIME 2016) Supplemental EPAF deadline	20	21	22 Hourly & Supplemental Pay Day Hourly EPAF deadline	23
24  31	25	26	27	28	29	30
<b>Holiday Break</b>						

# January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>New Year's Day</b>	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 <b>Martin Luther King, Jr. Day</b>	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 <b>**All New Benefit Eligible employees must review the New Employee Benefits packet at <a href="http://hr.usu.edu/benefits/newemployee">hr.usu.edu/benefits/newemployee</a></b>		