

HCW Payroll Calendar (Post 10/1/17 Changes)

Benefit Approval Deadline	Pay Period Start and End Dates	Voucher Submission Deadline	State Deadline	Pay Processing Date	10-Day Notice Deadline
9/22/17	10/1/17 – 10/14/17	10/18/17	10/27/17	10/30/17	10/4/17
	10/15/17 – 10/28/17	11/1/17	11/13/17	11/14/17	10/18/17
10/20/17	10/29/17 – 11/11/17	11/15/17	11/28/17	11/29/17	11/1/17
	11/12/17 – 11/25/17	11/29/17	12/8/17	12/11/17	11/15/17
11/15/17	11/26/17 – 12/9/17	12/13/17	12/22/17	12/26/17	11/29/17
	12/10/17 – 12/23/17	12/28/17	1/9/18	1/10/18	12/13/17
12/15/17	12/24/17 – 1/6/18	1/10/18	1/22/18	1/23/18	12/27/17
12/27/17	1/7/18 – 1/20/18	1/24/18	2/2/18	2/5/18	1/10/18
1/11/18	1/21/18 – 2/3/18	2/7/18	2/16/18	2/20/18	1/24/18
1/26/18	2/4/18 – 2/17/18	2/22/18	3/5/18	3/6/18	2/7/18
2/9/18	2/18/18 – 3/3/18	3/7/18	3/16/18	3/19/18	2/21/18
2/23/18	3/4/18 – 3/17/18	3/21/18	3/30/18	4/2/18	3/7/18
3/9/18	3/18/18 – 3/31/18	4/4/18	4/13/18	4/16/18	3/21/18
3/23/18	4/1/18 – 4/14/18	4/18/18	4/27/18	4/30/18	4/4/18
4/6/18	4/15/18 – 4/28/18	5/2/18	5/11/18	5/14/18	4/18/18
4/20/18	4/29/18 – 5/12/18	5/16/18	5/25/18	5/29/18	5/2/18
5/4/18	5/13/18 – 5/26/18	5/31/18	6/11/18	6/12/18	5/16/18
5/18/18	5/27/18 – 6/9/18	6/13/18	6/22/18	6/25/18	5/30/18
6/1/18	6/10/18 – 6/23/18	6/27/18	7/9/18	7/10/18	6/13/18
6/15/18	6/24/18 – 7/7/18	7/11/18	7/20/18	7/23/18	6/27/18
6/28/18	7/8/18 – 7/21/18	7/25/18	8/3/18	8/6/18	7/11/18
7/13/18	7/22/18 – 8/4/18	8/8/18	8/17/18	8/20/18	7/25/18
7/27/18	8/5/18 – 8/18/18	8/22/18	8/31/18	9/4/18	8/8/18
8/10/18	8/19/18 – 9/1/18	9/6/18	9/17/18	9/18/18	8/22/18
8/24/18	9/2/18 – 9/15/18	9/19/18	9/28/18	10/1/18	9/5/18
9/7/18	9/16/18 – 9/29/18	10/3/18	10/15/18	10/16/18	9/19/18
9/21/18	9/30/18 – 10/13/18	10/17/18	10/26/18	10/29/18	10/3/18
10/5/18	10/14/18 – 10/27/18	10/31/18	11/9/18	11/13/18	10/17/18
10/19/18	10/28/18 – 11/10/18	11/15/18	11/28/18	11/29/18	10/31/18
11/2/18	11/11/18 – 11/24/18	11/28/18	12/7/18	12/10/18	11/14/18
11/14/18	11/25/18 – 12/8/18	12/12/18	12/21/18	12/24/18	11/28/18
11/30/18	12/9/18 – 12/22/18	12/27/18	1/8/19	1/9/19	12/12/18
12/14/18	12/23/18 – 1/5/19	1/9/19	1/18/19	1/22/19	12/26/18

Benefit Approval Deadline	Pay Period Start and End Dates	Voucher Submission Deadline	State Deadline	Pay Processing Date	10-Day Notice Deadline
12/26/18	1/6/19 – 1/19/19	1/24/19	2/4/19	2/5/19	1/9/19
1/11/19	1/20/19 – 2/2/19	2/6/19	2/15/19	2/19/19	1/23/19
1/25/19	2/3/19 – 2/16/19	2/21/19	3/4/19	3/5/19	2/6/19
2/8/19	2/17/19 – 3/2/19	3/6/19	3/15/19	3/18/19	2/20/19
2/21/19	3/3/19 – 3/16/19	3/20/19	3/29/19	4/1/19	3/6/19
3/8/19	3/17/19 – 3/30/19	4/3/19	4/12/19	4/15/19	3/20/19
3/22/19	3/31/19 – 4/13/19	4/17/19	4/26/19	4/29/19	4/3/19
4/5/19	4/14/19 – 4/27/19	5/1/19	5/10/19	5/13/19	4/17/19
4/19/19	4/28/19 – 5/11/19	5/15/19	5/24/19	5/28/19	5/1/19
5/3/19	5/12/19 – 5/25/19	5/30/19	6/10/19	6/11/19	5/15/19
5/17/19	5/26/19 – 6/8/19	6/12/19	6/21/19	6/24/19	5/29/19
5/31/19	6/9/19 – 6/22/19	6/26/19	7/8/19	7/9/19	6/12/19
6/14/19	6/23/19 – 7/6/19	7/10/19	7/19/19	7/22/19	6/26/19
6/27/19	7/7/19 – 7/20/19	7/24/19	8/2/19	8/5/19	7/10/19
7/12/19	7/21/19 – 8/3/19	8/7/19	8/16/19	8/19/19	7/24/19

- **In-Home Benefit Approval Deadline:** The deadline the Benefit needs to be approved for vouchers to be mailed on time for pay periods that cross months.
- **Voucher Submission Deadline:** The deadline date that the voucher must be submitted in order to be paid on time for that pay period. HCWs have 3 business days to from the end of the pay period to submit correctly completed vouchers.
- **State Deadline:** The deadline date that local offices must have all vouchers entered into the system (by 5:00 pm). Local offices have 7 business days after the voucher submission deadline to enter all correctly completed vouchers into the system.
- **Pay Processing Date:** The dates that checks are mailed and direct deposits are transferred to the HCW's financial institutions.
 - Checks may be received 1-3 business days after the check date, depending on mail service.
 - Direct deposits will be available approximately 3 business days after the pay process date.
- **Note:** The current Collective Bargaining Agreement (CBA) ends July 2019.
- **Contacts:** APD Hotline – 844-369-4164 / SEIU Member Resource Center - 844-503-SEIU(7348)
- **Holidays / Office Closures:** During current CBA timeframe.

2017	10/9/17	11/10/17	11/23/17	11/24/17	12/25/17
2018	1/1/18	1/15/18	2/19/18	5/28/18	7/4/18
	9/3/18	10/8/18	11/12/18	11/22/18	11/23/18
	12/25/18				
2019	1/1/19	1/21/19	2/18/19	5/27/19	7/4/19