

**KEENE STATE COLLEGE
B2 HOURLY PAYCYCLE
2018 (JANUARY - DECEMBER)**

We encourage you to submit your hours for review and approval by 9:00 am on Time Approval Monday. The official deadline for submission is 2:30 pm on Time Approval Monday

Early Time Submission Deadline Days are denoted with an * and are in bold

Pay I.D. & Number	WEEK 1		WEEK 2		Holidays during Paycycle	Web Time Entry				Check Date	
	Beginning	Ending	Beginning	Ending		Day of Week	Employee Submission Deadline		Supervisor Approval Deadline		
B2-00	12/16/2017	12/22/2017	12/23/2017	12/29/2017	Campus Holidays: 12/25/17, 12/26/17, 12/29/17	*Tuesday	1/2/2018	8:30 a.m.	1/2/2018	9:30 AM	1/5/2018
B2-01	12/30/2017	1/5/2018	1/6/2018	1/12/2018	New Year's Day (observed) 1/1/2018	*Friday	1/12/2018	9 a.m.	1/18/2018	3:00 PM	1/19/2018
B2-02	1/13/2018	1/19/2018	1/20/2018	1/26/2018	Martin Luther King Day 1/15/18	Monday	1/29/2018	9 a.m.	1/29/2018	3:00 PM	2/2/2018
B2-03	1/27/2018	2/2/2018	2/3/2018	2/9/2018		Monday	2/12/2018	9 a.m.	2/12/2018	3:00 p.m.	2/16/2018
B2-04	2/10/2018	2/16/2018	2/17/2018	2/23/2018		Monday	2/26/2018	9 a.m.	2/26/2018	3:00 p.m.	3/2/2018
B2-05	2/24/2018	3/2/2018	3/3/2018	3/9/2018		Monday	3/12/2018	9 a.m.	3/12/2018	3:00 p.m.	3/16/2018
B2-06	3/10/2018	3/16/2018	3/17/2018	3/23/2018		Monday	3/26/2018	9 a.m.	3/26/2018	3:00 p.m.	3/30/2018
B2-07	3/24/2018	3/30/2018	3/31/2018	4/6/2018		Monday	4/9/2018	9 a.m.	4/9/2018	3:00 p.m.	4/13/2018
B2-08	4/7/2018	4/13/2018	4/14/2018	4/20/2018		Monday	4/23/2018	9 a.m.	4/23/2018	3:00 p.m.	4/27/2018
B2-09	4/21/2018	4/27/2018	4/28/2018	5/4/2018		Monday	5/7/2018	9 a.m.	5/7/2018	3:00 p.m.	5/11/2018
B2-10	5/5/2018	5/11/2018	5/12/2018	5/18/2018		Monday	5/21/2018	9 a.m.	5/21/2018	3:00 p.m.	5/25/2018
B2-11	5/19/2018	5/25/2018	5/26/2018	6/1/2018	Memorial Day 05/28/17	Monday	6/4/2018	9 a.m.	6/4/2018	3:00 p.m.	6/8/2018
B2-12	6/2/2018	6/8/2018	6/9/2018	6/15/2018		Monday	6/18/2018	9 a.m.	6/18/2018	3:00 p.m.	6/22/2018
B2-13	6/16/2018	6/22/2018	6/23/2018	6/29/2018		* Friday	6/29/2018	9 a.m.	6/29/2018	3:00 p.m.	7/6/2018

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B2-14	6/30/2018	7/6/2018	7/7/2018	7/13/2018	Independence Day Observed 7/4/18	Monday	7/16/2018	9 a.m.	7/16/2018	3:00 p.m.	7/20/2018
B2-15	7/14/2018	7/20/2018	7/21/2018	7/27/2018		Monday	7/30/2018	9 a.m.	7/30/2018	3:00 p.m.	8/3/2018
B2-16	7/28/2018	8/3/2018	8/4/2018	8/10/2018		Monday	8/13/2018	9 a.m.	8/13/2018	3:00 p.m.	8/17/2018
B2-17	8/11/2018	8/17/2018	8/18/2018	8/24/2018		Monday	8/27/2018	9 a.m.	8/27/2018	3:00 p.m.	8/31/2018
B2-18	8/25/2018	8/31/2018	9/1/2018	9/7/2018	Labor Day 9/4/17	Monday	9/10/2018	9 a.m.	9/10/2018	3:00 p.m.	9/14/2018
B2-19	9/8/2018	9/14/2018	9/15/2018	9/21/2018		Monday	9/24/2018	9 a.m.	9/24/2018	3:00 p.m.	9/28/2018
B2-20	9/22/2018	9/28/2018	9/29/2018	10/5/2018		Monday	10/8/2018	9 a.m.	10/8/2018	3:00 p.m.	10/12/2018
B2-21	10/6/2018	10/12/2018	10/13/2018	10/19/2018		Monday	10/22/2018	9 a.m.	10/22/2018	3:00 p.m.	10/26/2018
B2-22	10/20/2018	10/26/2018	10/27/2018	11/2/2018		Monday	11/5/2018	9 a.m.	11/5/2018	3:00 p.m.	11/9/2018
B2-23	11/3/2018	11/9/2018	11/10/2018	11/16/2018	Veterans Day (observed) 11/12/18	*Friday	11/16/2018	9 a.m.	11/16/2018	3:00 p.m.	11/21/2018
B2-24	11/17/2018	11/23/2018	11/24/2018	11/30/2018	Thanksgiving 11/22 and 11/23	Monday	12/3/2018	9 a.m.	12/3/2018	3:00 p.m.	12/7/2018
B2-25	12/1/2018	12/7/2018	12/8/2018	12/14/2018		Monday	12/17/2018	9 a.m.	12/17/2018	3:00 p.m.	12/21/2018
B2-00	12/15/2018	12/21/2018	12/22/2018	12/28/2018	12/25, 12/26, and 12/31/2018	* Friday	12/21/2018	9 a.m.	12/21/2018	3:00 p.m.	1/4/2019