### Research Foundation 2018 Payroll Dates

<table>
<thead>
<tr>
<th>January</th>
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<th>March</th>
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**New Year’s Day** Monday, January 1
**Dr. Martin Luther King Jr. Day** Monday, January 15
**Lincoln’s Birthday** Monday, February 12
**Washington’s Birthday** Monday, February 19
**Memorial Day** Monday, May 28
**Independence Day** Wednesday, July 4
**Labor Day** Monday, September 3
**Columbus Day** Monday, October 8
**Election Day** Tuesday, November 6
**Veteran’s Day (observed)** Monday, November 12
**Thanksgiving Day** Thursday, November 22
**Christmas Day** Tuesday, December 25

**PLEASE NOTE:**
* Lincoln’s Birthday is a floating holiday for exempt and non-exempt staff. Exempt staff observe this holiday on the day after Thanksgiving.
** Election Day is a floating holiday for both exempt and non-exempt staff.

### Timesheet Schedule

<table>
<thead>
<tr>
<th>Timesheet Period</th>
<th>Biweekly Periods</th>
<th>Pay Date</th>
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<tbody>
<tr>
<td>January (Due 02-Feb-18)</td>
<td>23Dec - 05Jan18</td>
<td>01/05/18</td>
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<tr>
<td>February (Due 02-Mar-18)</td>
<td>06Jan18 - 19Jan18</td>
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<td>March (Due 13-Apr-18)</td>
<td>20Jan18 - 02Feb18</td>
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<td>03Feb18 - 16Feb18</td>
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<td>17Feb18 - 02Mar18</td>
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<td>17Mar18 - 30Mar18</td>
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<td>April (Due 11-May-18)</td>
<td>31Mar18 - 13Apr18</td>
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<td>14Apr18 - 27Apr18</td>
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<td>May (Due 08-Jun-18)</td>
<td>28Apr18 - 11May18</td>
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<td>12May18 - 25May18</td>
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<td>June (Due 05-Jul-18)</td>
<td>26May18 - 08Jun18</td>
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<td>09Jun18 - 22Jun18</td>
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<td>July (Due 03-Aug-18)</td>
<td>23Jun18 - 06Jul18</td>
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<td>07Jul18 - 20Jul18</td>
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<td>August (Due 14-Sep-18)</td>
<td>21Jul18 - 03Aug18</td>
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<td>04Aug18 - 17Aug18</td>
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<td>18Aug18 - 31Aug18</td>
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<td>September (Due 12-Oct-18)</td>
<td>01Sep18 - 14Sep18</td>
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<td>15Sep18 - 28Sep18</td>
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<td>October (Due 09-Nov-18)</td>
<td>29Sep18 - 12Oct18</td>
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<td>13Oct18 - 26Oct18</td>
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<td>November (Due 07-Dec-18)</td>
<td>27Oct18 - 09Nov18</td>
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<td>10Nov18 - 23Nov18</td>
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<td>December (Due 04-Jan-19)</td>
<td>24Nov18 - 07Dec18</td>
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<td>08Dec18 - 21Dec18</td>
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**Please Note:**
**Exempt employees** should turn in their timesheets at the end of each month.

- Direct Deposit or Pay Card available and preferred by RF, sign up at ORSP.
- See RF Self Service Portal for pay stub information: https://srfoapp02.rfsuny.org:4443/OA_HTML/AppsLogin