

Payroll Processing & Timesheet Submission Schedule for 2018

For accessing paystubs: You will receive an email once all new hire documents are received in full and entered into the payroll system. There will be 2 separate links in the email 1) Registering yourself for first time and 2) Second link in same email is for accessing paystubs. You will have to register within 24 hours of the receipt of the email from "ADP payroll security". Please do not discard or delete the email as you will need the second link for accessing paystubs and downloading it for your records. Once your services with Systemart is over, you will no longer be able to access your pay stub online.

Pay Period		Submission Deadline	Payroll Processing Date	Holiday Pay Schedule			
From	To			Pay Period		Submission Deadline	Payroll Processing Date
				From	To		
1-Jan-18	14-Jan-18	15-Jan-18	16-Jan-18				
15-Jan-18	28-Jan-18	29-Jan-18	30-Jan-18	18-Dec-17	31-Dec-17	2-Jan-18	3-Jan-18
29-Jan-18	11-Feb-18	12-Feb-18	13-Feb-18				
12-Feb-18	25-Feb-18	26-Feb-18	27-Feb-18				
26-Feb-18	11-Mar-18	12-Mar-18	13-Mar-18	* Holiday Schedule (Holidays will not be paid, unless agreed upon hiring or mentioned in your employee contract)			
12-Mar-18	25-Mar-18	26-Mar-18	27-Mar-18				
26-Mar-18	8-Apr-18	9-Apr-18	10-Apr-18				
9-Apr-18	22-Apr-18	23-Apr-18	24-Apr-18				
23-Apr-18	6-May-18	7-May-18	8-May-18	New Year		1-Jan-18	
7-May-18	20-May-18	21-May-18	22-May-18	Memorial Day		28-May-18	
21-May-18	3-Jun-18	4-Jun-18	5-Jun-18	Independence Day		4-Jul-18	
4-Jun-18	17-Jun-18	18-Jun-18	19-Jun-18	Labor Day		3-Sep-18	
18-Jun-18	1-Jul-18	2-Jul-18	3-Jul-18	Thanksgiving		22-Nov-18	
2-Jul-18	15-Jul-18	16-Jul-18	17-Jul-18	Christmas Day		25-Dec-18	
16-Jul-18	29-Jul-18	30-Jul-18	31-Jul-18				
30-Jul-18	12-Aug-18	13-Aug-18	14-Aug-18	Please read and sign the document			
13-Aug-18	26-Aug-18	27-Aug-18	28-Aug-17				
27-Aug-18	9-Sep-18	10-Sep-18	11-Sep-18	Name:			
10-Sep-18	23-Sep-18	24-Sep-18	25-Sep-18				
24-Sep-18	7-Oct-18	8-Oct-18	9-Oct-18				
8-Oct-18	21-Oct-18	22-Oct-18	23-Oct-18	Date:			
22-Oct-18	4-Nov-18	5-Nov-18	6-Nov-18				
5-Nov-18	18-Nov-18	19-Nov-18	20-Nov-18				
19-Nov-18	2-Dec-18	3-Dec-18	4-Dec-18	Sign:			
3-Dec-18	16-Dec-18	17-Dec-18	18-Dec-18				
Note: Amount will be Deposited into your account within four business days from payroll processing date							