

- You **MUST** follow the due dates so that Payroll Services can enter and process information into the system most efficiently.
- Payroll Services does not process information received **AFTER** the due date until your **NEXT** payroll.
- Keep this calendar for daily reference.

Employees: Submit Time and Leave Reports to supervisor by 4:30 PM the last day worked in the pay period (15th and last day of the month).

Supervisors: Submit approved Time and Leave Reports to payroll by 4:30 PM the first business day after pay period ends (1st and 16th).

<u>Pay Period</u>	<u>Due Date</u>	<u>Pay Date</u>
01/01/15 THRU 01/15/15	01/15/15	01/26/15
01/16/15 THRU 01/31/15	01/31/15	02/10/15
02/01/15 THRU 02/15/15	02/15/15	02/25/15
02/16/15 THRU 02/28/15	02/28/15	03/10/15
03/01/15 THRU 03/15/15	03/15/15	03/25/15
03/16/15 THRU 03/31/15	03/31/15	04/10/15
04/01/15 THRU 04/15/15	04/15/15	04/24/15
04/16/15 THRU 04/30/15	04/30/15	05/11/15
05/01/15 THRU 05/15/15	05/15/15	05/22/15
05/16/15 THRU 05/31/15	05/31/15	06/10/15
06/01/15 THRU 06/15/15	06/15/15	06/25/15
06/16/15 THRU 06/30/15	06/30/15	07/10/15
07/01/15 THRU 07/15/15	07/15/15	07/24/15
07/16/15 THRU 07/31/15	07/31/15	08/10/15
08/01/15 THRU 08/15/15	08/15/15	08/25/15
08/16/15 THRU 08/31/15	08/31/15	09/10/15
09/01/15 THRU 09/15/15	09/15/15	09/25/15
09/16/15 THRU 09/30/15	09/30/15	10/09/15
10/01/15 THRU 10/15/15	10/15/15	10/26/15
10/16/15 THRU 10/31/15	10/31/15	11/10/15
11/01/15 THRU 11/15/15	11/15/15	11/25/15
11/16/15 THRU 11/30/15	11/30/15	12/10/15
12/01/15 THRU 12/15/15	12/15/15	12/23/15
12/16/15 THRU 12/31/15	12/31/15	01/11/16