



- 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>
01/01/16 THRU 01/15/16	01/15/16	01/25/16
01/16/16 THRU 01/31/16	01/31/16	02/10/16
02/01/16 THRU 02/15/16	02/15/16	02/25/16
02/16/16 THRU 02/29/16	02/29/16	03/10/16
03/01/16 THRU 03/15/16	03/15/16	03/25/16
03/16/16 THRU 03/31/16	03/31/16	04/11/16
04/01/16 THRU 04/15/16	04/15/16	04/25/16
04/16/16 THRU 04/30/16	04/30/16	05/10/16
05/01/16 THRU 05/15/16	05/15/16	05/25/16
05/16/16 THRU 05/31/16	05/31/16	06/10/16
06/01/16 THRU 06/15/16	06/15/16	06/24/16
06/16/16 THRU 06/30/16	06/30/16	07/11/16
07/01/16 THRU 07/15/16	07/15/16	07/25/16
07/16/16 THRU 07/31/16	07/31/16	08/10/16
08/01/16 THRU 08/15/16	08/15/16	08/25/16
08/16/16 THRU 08/31/16	08/31/16	09/09/16
09/01/16 THRU 09/15/16	09/15/16	09/26/16
09/16/16 THRU 09/30/16	09/30/16	10/07/16
10/01/16 THRU 10/15/16	10/15/16	10/25/16
10/16/16 THRU 10/31/16	10/31/16	11/10/16
11/01/16 THRU 11/15/16	11/15/16	11/23/16
11/16/16 THRU 11/30/16	11/30/16	12/09/16
12/01/16 THRU 12/15/16	12/15/16	12/22/16
12/16/16 THRU 12/31/16	12/31/16	01/10/17