

HOURLY PAYROLL SCHEDULE

This schedule prepared by the Payroll Department is intended for use in submitting online time entry and supporting document to the Payroll Office for processing.

All Time Entry and Approval must be completed by 1:00 pm on due date.

	<u>PAY PERIOD</u>		<u>DUE DATE</u>	<u>PAY DATE</u>
bw 1	12/21/15	01/03/16	01/04/16	01/08/16
bw 2	01/04/16	01/17/16	01/18/16	01/22/16
bw 3	01/18/16	01/31/16	02/01/16	02/05/16
bw 4	02/01/16	02/14/16	02/15/16	02/19/16
bw 5	02/15/16	02/28/16	02/29/16	03/04/16
bw 6	02/29/16	03/13/16	03/14/16	03/18/16
bw 7	03/14/16	03/27/16	03/28/16	04/01/16
bw 8	03/28/16	04/10/16	04/11/16	04/15/16
bw 9	04/11/16	04/24/16	04/25/16	04/29/16
bw 10	04/25/16	05/08/16	05/09/16	05/13/16
bw 11	05/09/16	05/22/16	05/23/16	05/27/16
bw 12	05/23/16	06/05/16	06/06/16	06/10/16
bw 13	06/06/16	06/19/16	06/20/16	06/24/16
bw 14	06/20/16	07/03/16	07/01/16 *	07/08/16
bw 15	07/04/16	07/17/16	07/18/16	07/22/16
bw 16	07/18/16	07/31/16	08/01/16	08/05/16
bw 17	08/01/16	08/14/16	08/15/16	08/19/16
bw 18	08/15/16	08/28/16	08/29/16	09/02/16
bw 19	08/29/16	09/11/16	09/12/16	09/16/16
bw 20	09/12/16	09/25/16	09/26/16	09/30/16
bw 21	09/26/16	10/09/16	10/10/16	10/14/16
bw 22	10/10/16	10/23/16	10/24/16	10/28/16
bw 23	10/24/16	11/06/16	11/07/16	11/11/16
bw 24	11/07/16	11/20/16	11/18/16 *	11/23/16 **
bw 25	11/21/16	12/04/16	12/05/16	12/09/16
bw 26	12/05/16	12/18/16	12/19/16	12/22/16 **

* Deviates from normal schedule

** Early Pay Day