



MONTHLY PAY SCHEDULE 2016

The monthly payroll is paid on the last business day of every month. If the last business day is a federal holiday, the payroll will be paid on the next to last business day of the month.

Please use the following due dates for submitting pay information and/or payroll changes into the Human Resource Office to ensure inclusion in the monthly payroll. Payment requests and payroll changes submitted after the due dates are not guaranteed to be processed in the current payroll.

<u>MONTH ENDING</u>	<u>DUE DATE</u>	<u>PAY DATE</u>
1/31/2016	1/15/2016	1/29/2016
2/29/2016	2/14/2016	2/29/2016
3/31/2016	3/14/2016	3/31/2016
4/30/2016	4/15/2016	4/29/2016
5/31/2016	5/15/2016	5/31/2016
6/30/2016	6/13/2016	6/30/2016
7/31/2016	7/15/2016	7/29/2016
8/31/2016	8/15/2016	8/31/2016
9/30/2016	9/15/2016	9/30/2016
10/31/2016	10/15/2016	10/31/2016
11/30/2016	*11/4/2016	11/30/2016
12/31/2016	*12/5/2016	12/30/2016

* These dates have been chosen in order to accommodate the time necessary for payroll processing, direct deposit funding, and early processing due to holiday schedules.