

MONTHLY PAYROLL SCHEDULE 2016

Pay Period ID	Pay Period Begin Date	Pay Period End Date	Pay Date	Payroll Timecard Deadline-10 a.m.	Provost Faculty Contract Deadline-5 p.m.	HR Faculty Contract Deadline-5 p.m.	HR Staff Paperwork Deadline-Noon
M1601	01/01/16	01/31/16	01/26/16	01/15/16	12/18/15	01/08/16	01/12/16
M1602	02/01/16	02/29/16	02/26/16	02/17/16	01/11/16	02/11/16	02/12/16
M1603	03/01/16	03/31/16	03/25/16	03/17/16	02/08/16	03/10/16	03/14/16
M1604	04/01/16	04/30/16	04/26/16	04/15/16	03/14/16	04/11/16	04/13/16
M1605	05/01/16	05/31/16	05/26/16	05/17/16	04/11/16	05/11/16	05/13/16
M1606	06/01/16	06/30/16	06/24/16	06/17/16	05/09/16	06/09/16	06/13/16
M1607	07/01/16	07/31/16	07/26/16	07/15/16	06/13/16	07/11/16	07/13/16
M1608	08/01/16	08/31/16	08/26/16	08/17/16	07/11/16	08/11/16	08/15/16
M1609	09/01/16	09/30/16	09/26/16	09/16/16	08/15/16	09/09/16	09/13/16
M1610	10/01/16	10/31/16	10/26/16	10/17/16	09/12/16	10/11/16	10/13/16
M1611	11/01/16	11/30/16	11/23/16	11/16/16	10/10/16	11/08/16	11/10/16
M1612	12/01/16	12/31/16	12/23/16	12/15/16	11/14/16	12/09/16	12/13/16
M1701	01/01/17	01/31/17	01/26/17	01/17/17	12/12/16**	01/11/17	01/12/17

****Important Dates for 2017**

Monthly HR faculty paperwork deadlines are not based solely on payroll processing deadlines, and allow for periods of heavy volume and the additional steps involved with faculty hires. These deadlines allow HR, Payroll, and associated academic departments sufficient time to process faculty contract payments.

Monthly HR staff paperwork deadlines are based on payroll processing deadlines.