

**CONTRACTUAL PAYROLL SCHEDULE
FISCAL 2016**

<u>PAYROLL NUMBER</u>	<u>PAY PERIOD DATES</u>	<u>DUE IN PAYROLL OFFICE</u>	<u>PAYCHECK DATE</u>
1	06/11/15 - 06/24/15	06/25/15	07/08/15
2	06/25/15 - 07/08/15	07/09/15	07/22/15
3	07/09/15 - 07/22/15	07/23/15	08/05/15
4	07/23/15 - 08/05/15	08/06/15	08/19/15
5	08/06/15 - 08/19/15	08/20/15	09/02/15
6	08/20/15 - 09/02/15	09/03/15	09/16/15
7	09/03/15 - 09/16/15	09/17/15	09/30/15
8	09/17/15 - 09/30/15	10/01/15	10/14/15
9	10/01/15 - 10/14/15	10/15/15	10/28/15
10	10/15/15 - 10/28/15	10/29/15	11/11/15
11	10/29/15 - 11/11/15	11/12/15	11/25/15
12	11/12/15 - 11/25/15	11/25/15	** 12/09/15
13	11/26/15 - 12/09/15	12/10/15	12/23/15
14	12/10/15 - 12/23/15	12/22/15	** 01/06/16
15	12/24/15 - 01/06/16	01/07/16	01/20/16
16	01/07/16 - 01/20/16	01/21/16	02/03/16
17	01/21/16 - 02/03/16	02/04/16	02/17/16
18	02/04/16 - 02/17/16	02/18/16	03/02/16
19	02/18/16 - 03/02/16	03/03/16	03/16/16
20	03/03/16 - 03/16/16	03/17/16	03/30/16
21	03/17/16 - 03/30/16	03/31/16	04/13/16
22	03/31/16 - 04/13/16	04/14/16	04/27/16
23	04/14/16 - 04/27/16	04/28/16	05/11/16
24	04/28/16 - 05/11/16	05/12/16	05/25/16
25	05/12/16 - 05/25/16	05/26/16	06/08/16
26	05/26/16 - 06/08/16	06/09/16	06/22/16
FY17 #1	06/09/16 - 06/22/16	06/23/16	07/06/16

Please submit timesheets to the Payroll Office no later than 10:00am unless otherwise noted.

Timesheets should be submitted in Empl ID number order.

**** Timesheets due early**