

# January

*Sun*

*Mon*

*Tue*

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*Sat*

**1**

HOLIDAY

**2**

**3**

**4**

Hourly Summaries  
Due: Pay Period  
12/16/15 – 12/31/15

**5**

**6**

**7**

**8**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
1/1/16 – 1/15/16  
Salaried Pay Period  
1/16/16 – 1/31/16

**9**

**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
1/1/16 – 1/15/16

**15**

PAYDAY

**16**

**17**

**18**

HOLIDAY

**19**

Hourly Summaries  
Due: Pay Period  
1/1/16 – 1/15/16  
Salaried Summaries  
Due: Pay Period  
12/1/15 – 12/31/15

**20**

**21**

**22**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
1/16/16 – 1/31/16  
Salaried Pay Period  
2/1/16 – 2/15/16

**23**

**24**

**25**

**26**

**27**

**28**

Hourly Summaries  
Available: PPE  
1/16/16 – 1/31/16  
Salaried Summaries  
Available: PPE  
1/1/16 – 1/31/16

**29**

PAYDAY

**30**

**31**

2016

# February

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
	<b>1</b> Hourly Summaries Due: Pay Period 1/16/16 – 1/31/16	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b> Deadline for Paperwork to HRS: Hourly Pay Period 2/1/16 – 2/15/16 Salaried Pay Period 2/16/16 – 2/29/16	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Hourly Summaries Available: PPE 2/1/16 – 2/15/16	<b>13</b>
<b>14</b>	<b>15</b> PAYDAY	<b>16</b> Hourly Summaries Due: Pay Period 2/1/16 – 2/15/16 Salaried Summaries Due: Pay Period 1/1/16 – 1/31/16	<b>17</b>	<b>18</b>	<b>19</b> Deadline for Paperwork to HRS: Hourly Pay Period 2/16/16 – 2/29/16 Salaried Pay Period 3/1/16 – 3/15/16	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b> Hourly Summaries Available: PPE 2/16/16 – 2/29/16 Salaried Summaries Available: PPE 2/1/16 – 2/29/16	<b>27</b>
<b>28</b>	<b>29</b> PAYDAY					

2016

# March

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay Period  
2/16/16 – 2/29/16

**2**

**3**

**4**

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**9**

**10**

**11**

**12**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
3/1/16 – 3/15/16  
Salaried Pay Period  
3/16/16 – 3/31/16

**13**

**14**

Hourly Summaries  
Available: PPE  
3/1/16 – 3/15/16

**15**

PAYDAY

**16**

Hourly Summaries  
Due: Pay Period  
3/1/16 – 3/15/16  
Salaried Summaries  
Due: Pay Period  
2/1/16 – 2/29/16

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**25**

**26**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
3/16/16 – 3/31/16  
Salaried Pay Period  
4/1/16 – 4/15/16

**27**

**28**

**29**

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**31**

PAYDAY

Hourly Summaries  
Available: PPE  
3/16/16 – 3/31/16  
Salaried Summaries  
Available: PPE  
3/1/16 – 3/31/16

2016

# April

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

Hourly Summaries  
Due: Pay Period  
3/16/16 – 3/31/16

**3**

**4**

**5**

**6**

**7**

**8**

**9**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
4/1/16 – 4/15/16  
Salaried Pay Period  
4/16/16 – 4/30/16

**10**

**11**

**12**

**13**

**14**

**15**

**16**

Hourly Summaries  
Available: PPE  
4/1/16 – 4/15/16

PAYDAY

**17**

**18**

**19**

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**21**

**22**

**23**

Hourly Summaries  
Due: Pay Period  
4/1/16 – 4/15/16  
Salaried Summaries  
Due: Pay Period  
3/1/16 – 3/31/16

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
4/16/16 – 4/30/16  
Salaried Pay Period  
5/1/16 – 5/15/16

**24**

**25**

**26**

**27**

**28**

**29**

**30**

Hourly Summaries  
Available: PPE  
4/16/16 – 4/30/16  
Salaried Summaries  
Available: PPE  
4/1/16 – 4/30/16

PAYDAY

**2016**

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
<b>1</b>	<b>2</b> Hourly Summaries Due: Pay Period 4/16/16 – 4/30/16	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b> Deadline for Paperwork to HRS: Hourly Pay Period 5/1/16 – 5/15/16 Salaried Pay Period 5/16/16 – 5/31/16	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b> Hourly Summaries Available: PPE 5/1/16 – 5/15/16	<b>13</b> PAYDAY	<b>14</b>
<b>15</b>	<b>16</b> Hourly Summaries Due: Pay Period 5/1/16 – 5/15/16 Salaried Summaries Due: Pay Period 4/1/16 – 4/30/16	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> Deadline for Paperwork to HRS: Hourly Pay Period 5/16/16 – 5/31/16 Salaried Pay Period 6/1/16 – 6/15/16	<b>25</b>	<b>26</b>	<b>27</b> Hourly Summaries Available: PPE 5/16/16 – 5/31/16 Salaried Summaries Available: PPE 5/1/16 – 5/31/16	<b>28</b>
<b>29</b>	<b>30</b> HOLIDAY	<b>31</b> PAYDAY				

2016

# June

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay Period  
5/16/16 – 5/31/16

**2**

**3**

**4**

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**8**

**9**

**10**

**11**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
6/1/16 – 6/15/16  
Salaried Pay Period  
6/16/16 – 6/30/16

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
6/1/16 – 6/15/16

**15**

PAYDAY

**16**

Hourly Summaries  
Due: Pay Period  
6/1/16 – 6/15/16  
Salaried Summaries  
Due: Pay Period  
5/1/16 – 5/31/16

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**25**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
6/16/16 – 6/30/16  
Salaried Pay Period  
7/1/16 – 7/15/16

**26**

**27**

**28**

**29**

Hourly Summaries  
Available: PPE  
6/16/16 – 6/30/16  
Salaried Summaries  
Available: PPE  
6/1/16 – 6/30/16

**30**

PAYDAY

2016

# July

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**3**

**4**  
HOLIDAY

**5**

**6**

**7**

**1**  
Hourly Summaries  
Due: Pay Period  
6/16/16 – 6/30/16

**2**

**8**  
Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
7/1/16 – 7/15/16  
Salaried Pay Period  
7/16/16 – 7/31/16

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**11**

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**13**

**14**  
Hourly Summaries  
Available: PPE  
7/1/16 – 7/15/16

**15**  
PAYDAY

**16**

**17**

**18**  
Hourly Summaries  
Due: Pay Period  
7/1/16 – 7/15/16  
Salaried Summaries  
Due: Pay Period  
6/1/16 – 6/30/16

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**21**

**22**  
Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
7/16/16 – 7/31/16  
Salaried Pay Period  
8/1/16 – 8/15/16

**23**

**24**

**25**

**26**

**27**

**28**  
Hourly Summaries  
Available: PPE  
7/16/16 – 7/31/16  
Salaried Summaries  
Available: PPE  
7/1/16 – 7/31/16

**29**  
PAYDAY

**30**

**31**

**2016**

# August

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

Hourly Summaries  
Due: Pay Period  
7/16/16 – 7/31/16

**2**

**3**

**4**

**5**

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**7**

**8**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
8/1/16 – 8/15/16  
Salaried Pay Period  
8/16/16 – 8/31/16

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**10**

**11**

**12**

Hourly Summaries  
Available: PPE  
8/1/16 – 8/15/16

**13**

**14**

**15**

PAYDAY

**16**

Hourly Summaries  
Due: Pay Period  
8/1/16 – 8/15/16  
Salaried Summaries  
Due: Pay Period  
7/1/16 – 7/31/16

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**22**

**23**

**24**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
8/16/16 – 8/31/16  
Salaried Pay Period  
9/1/16 – 9/15/16

**25**

**26**

**27**

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**29**

**30**

Hourly Summaries  
Available: PPE  
8/16/16 – 8/31/16  
Salaried Summaries  
Available: PPE  
8/1/16 – 8/31/16

**31**

PAYDAY

2016



# September

Sun

Mon

Tue

Wed

Thu

Fri

Sat

**1**

Hourly Summaries  
Due: Pay Period  
8/16/16 – 8/31/16

**2**

**3**

**4**

**5**

HOLIDAY

**6**

**7**

**8**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
9/1/16 – 9/15/16  
Salaried Pay Period  
9/16/16 – 9/30/16

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**10**

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
9/1/16 – 9/15/16

**15**

PAYDAY

**16**

Hourly Summaries  
Due: Pay Period  
9/1/16 – 9/15/16  
Salaried Summaries  
Due: Pay Period  
8/1/16 – 8/31/16

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**19**

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**23**

**24**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
9/16/16 – 9/30/16  
Salaried Pay Period  
10/1/16 – 10/15/16

**25**

**26**

**27**

**28**

Hourly Summaries  
Available: PPE  
9/16/16 – 9/30/16  
Salaried Summaries  
Available: PPE  
9/1/16 – 9/30/16

**30**

PAYDAY

2016

# October

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

Hourly Summaries  
Due: Pay Period  
9/16/16 – 9/30/16

**4**

**5**

**6**

**7**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
10/1/16 – 1/15/16  
Salaried Pay Period  
10/16/16 – 10/31/16

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**9**

**10**

**11**

**12**

**13**

Hourly Summaries  
Available: PPE  
10/1/16 – 10/15/16

**14**

PAYDAY

**15**

**16**

**17**

Hourly Summaries  
Due: Pay Period  
10/1/16 – 10/15/16  
Salaried Summaries  
Due: Pay Period  
9/1/16 – 9/30/16

**18**

**19**

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**22**

**23**

**24**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
10/16/16 – 10/31/16  
Salaried Pay Period  
11/1/16 – 11/15/16

**25**

**26**

**27**

**28**

Hourly Summaries  
Available: PPE  
10/16/16 – 10/31/16  
Salaried Summaries  
Available: PPE  
10/1/16 – 10/31/16

**29**

**30**

**31**

PAYDAY

**2016**

# November

*Sun*

*Mon*

*Tue*

*Wed*

*Thu*

*Fri*

*Sat*

**1**

**2**

**3**

**4**

**5**

Hourly Summaries  
Due: Pay Period  
10/16/16 – 10/31/16

**6**

**7**

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**9**

**10**

**11**

**12**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
11/1/16 – 11/15/16  
Salaried Pay Period  
11/16/16 – 11/30/16

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**17**

**18**

**19**

Hourly Summaries  
Available: PPE  
11/1/16 – 11/15/16

PAYDAY

Hourly Summaries  
Due: Pay Period  
11/1/16 – 11/15/16  
Salaried Summaries  
Due: Pay Period  
10/1/16 – 10/31/16

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**21**

**22**

**23**

**24**

**25**

**26**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
11/16/16 – 11/30/16  
Salaried Pay Period  
12/1/16 – 12/15/16

HOLIDAY

FLOATING  
HOLIDAY

**27**

**28**

**29**

**30**

Hourly Summaries  
Available: PPE  
11/16/16 – 11/30/16  
Salaried Summaries  
Available: PPE  
11/1/16 – 11/30/16

PAYDAY

2016

# December

Sun

Mon

Tue

Wed

Thu

Fri

Sat

**1**

Hourly Summaries  
Due: Pay Period  
11/16/16 – 11/30/16

**2**

**3**

**4**

**5**

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**7**

**8**

**9**

**10**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
12/1/16 – 12/15/16  
Salaried Pay Period  
12/16/16 – 12/31/16

**11**

**12**

**13**

**14**

Hourly Summaries  
Available: PPE  
12/1/16 – 12/15/16

**15**

PAYDAY  
Hourly Summaries  
Due: Pay Period  
12/1/16 – 12/15/16  
Salaried Summaries  
Due: Pay Period  
11/1/16 – 11/30/16

**16**

Deadline for  
Paperwork to HRS:  
Hourly Pay Period  
12/16/16 – 12/31/16  
Salaried Pay Period  
1/1/17 – 1/15/17

**17**

**18**

**19**

**20**

**21**

**22**

Hourly Summaries  
Available: PPE  
12/16/16 – 12/31/16  
Salaried Summaries  
Available: PPE  
12/1/16 – 12/31/16

**23**

FLOATING  
HOLIDAY

**24**

**25**

**26**

HOLIDAY  
OBSERVED

**27**

FLOATING  
HOLIDAY

**28**

FLOATING  
HOLIDAY

**29**

ADMINISTRATIVE  
CLOSURE

**30**

ADMINISTRATIVE  
CLOSURE  
PAYDAY

**31**

2016