

PAYROLL CALENDAR for Fiscal Year 2017 (July 1, 2016 to June 30, 2017)

PLEASE NOTE: To ensure payment on the following distribution dates all appropriate paperwork must be received by the due date shown below!

PAY Type, #, see below	PAYROLL PERIODS	Paperwork deadline to HR	Time Entry dates for employees & originators	Approval Deadline 11:59 PM	Direct Deposit Distribution Dates DATES
SM14	July 1-15, 2016	8-Jul	*Jul 15	Jul-18	Friday, July 22, 2016
SM15	July 16-31, 2016	22-Jul	Jul 16-31	Aug-01	Friday, August 05, 2016
SM16	Aug. 1-15, 2016	5-Aug	Aug 1-15	Aug-16	Monday, August 22, 2016
SM17	Aug. 16-31, 2016	19-Aug	Aug 16-31	Sep-01	Wednesday, September 07, 2016
SM18	Sept. 1-15, 2016	8-Sep	Sep 1-15	Sep-16	Thursday, September 22, 2016
SM19	Sept. 16-30, 2016	22-Sep	Sep 16-30	Oct-03	Friday, October 07, 2016
SM20	Oct. 1-15, 2016	7-Oct	Oct 1-15	Oct-17	Friday, October 21, 2016
SM21	Oct. 16-31, 2016	21-Oct	Oct 16-31	Nov-01	Monday, November 07, 2016
SM22	Nov. 1-15, 2016	4-Nov	Nov 1-15	Nov-16	Tuesday, November 22, 2016
SM23	Nov. 16-30, 2016	18-Nov	Nov 16-30	Dec-01	Wednesday, December 07, 2016
SM24	Dec. 1- 15, 2016	9-Dec	Dec 1-15	Dec-16	Thursday, December 22, 2016
SM1	Dec. 16-31, 2016	19-Dec	Dec 16-31	Jan-03	Friday, January 06, 2017
SM2	Jan. 1-15, 2017	6-Jan	Jan 1-15	Jan-17	Friday, January 20, 2017
SM3	Jan. 16-31, 2017	20-Jan	Jan 16-31	Feb-01	Tuesday, February 07, 2017
SM4	Feb. 1-15, 2017	3-Feb	Feb 1-15	Feb-16	Wednesday, February 22, 2017
SM5	Feb. 16-28, 2017	17-Feb	Feb 16-28	Mar-01	Tuesday, March 07, 2017
SM6	March 1-15, 2017	10-Mar	Mar 1-15	Mar-16	Wednesday, March 22, 2017
SM7	March 16-31, 2017	24-Mar	Mar 16-31	Apr-03	Friday, April 07, 2017
SM8	April 1-15, 2017	7-Apr	Apr 1-15	Apr-17	Friday, April 21, 2017
SM9	April 16-30, 2017	21-Apr	Apr 16-30	May-01	Friday, May 05, 2017
SM10	May 1-15, 2017	5-May	May 1-15	May-16	Monday, May 22, 2017
SM11	May 16-31, 2017	19-May	May 16-31	Jun-01	Wednesday, June 07, 2017
SM12	June 1-15, 2017	9-Jun	Jun 1-15	Jun-16	Thursday, June 22, 2017
SM13	June 16-30, 2017	23-Jun	Jun 16-30	Jul-03	Friday, July 07, 2017

Legend: Summer Spring Fall

*** Please note: Time entry for SM14 will not be opened until July 15, 2016 to allow time for year end processes.**

- The Colleges official workweek: Saturday at 12:00 pm until the next Friday at 11:59 pm
- If you need to enter time that was missed on a previous payroll please enter the total hours on a Saturday and add notes in the comments section.