

PAYROLL CALENDAR for Fiscal Year 2016 (July 1, 2015 to June 30, 2016)

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, 2015	8-Jul	*Jul 15	Jul-16	Wednesday, July 22, 2015
SM15	July 16-31, 2015	31-Jul	Jul 16-31	Aug-03	Friday, August 07, 2015
SM16	Aug. 1-15, 2015	7-Aug	Aug 1-15	Aug-17	Friday, August 21, 2015
SM17	Aug. 16-31, 2015	24-Aug	Aug 16-31	Sep-01	Friday, September 04, 2015
SM18	Sept. 1-15, 2015	8-Sep	Sep 1-15	Sep-16	Tuesday, September 22, 2015
SM19	Sept. 16-30, 2015	23-Sep	Sep 16-30	Oct-01	Wednesday, October 07, 2015
SM20	Oct. 1-15, 2015	8-Oct	Oct 1-15	Oct-16	Thursday, October 22, 2015
SM21	Oct. 16-31, 2015	23-Oct	Oct 16-31	Nov-02	Friday, November 06, 2015
SM22	Nov. 1-15, 2015	6-Nov	Nov 1-15	Nov-16	Friday, November 20, 2015
SM23	Nov. 16-30, 2015	20-Nov	Nov 16-30	Dec-01	Monday, December 07, 2015
SM24	Dec. 1- 15, 2015	8-Dec	Dec 1-15	Dec-16	Tuesday, December 22, 2015
SM1	Dec. 16-31, 2015	18-Dec	Dec 16-31	Jan-04	Thursday, January 07, 2016
SM2	Jan. 1-15, 2016	8-Jan	Jan 1-15	Jan-19	Friday, January 22, 2016
SM3	Jan. 16-31, 2016	22-Jan	Jan 16-31	Feb-01	Friday, February 05, 2016
SM4	Feb. 1-15, 2016	8-Feb	Feb 1-15	Feb-16	Monday, February 22, 2016
SM5	Feb. 16-29, 2016	22-Feb	Feb 16-29	Mar-01	Monday, March 07, 2016
SM6	March 1-15, 2016	8-Mar	Mar 1-15	Mar-16	Tuesday, March 22, 2016
SM7	March 16-31, 2016	24-Mar	Mar 16-31	Apr-01	Thursday, April 07, 2016
SM8	April 1-15, 2016	8-Apr	Apr 1-15	Apr-18	Friday, April 22, 2016
SM9	April 16-30, 2016	22-Apr	Apr 16-30	May-02	Friday, May 06, 2016
SM10	May 1-15, 2016	6-May	May 1-15	May-16	Friday, May 20, 2016
SM11	May 16-31, 2016	23-May	May 16-31	Jun-01	Tuesday, June 07, 2016
SM12	June 1-15, 2016	8-Jun	Jun 1-15	Jun-16	Wednesday, June 22, 2016
SM13	June 16-30, 2016	23-Jun	Jun 16-30	Jul-01	Thursday, July 07, 2016

Legend: Summer Spring Fall

*** Please note: Time entry for SM14 will not be opened until July 15, 2015 to allow time for year end processes.**

- The Colleges official workweek: Saturday at 12:00 am 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.