

## Bi-Weekly Pay Periods 2016 Students

Period Start Date	Period End Date	Pay Date	Payroll Assistance Requests Deadline 11 AM*	Employee & Manager Approval Deadline**	Payroll Type	Special Processing
Dec-06-15	Dec-19-15	Dec-31-15	Dec 18, 2015 - 9 am	Dec-18-15	Academic	
Dec-20-15	Jan-02-16	Jan-15-16	Jan-07-16	Jan-08-16	Academic	Payroll processed before break (12/21/15), additional hrs worked/adjustments to payroll will be included in payroll paid 1/15/16.
Jan-03-16	Jan-16-16	Jan-29-16	Jan-21-16	Jan-22-16	Academic	
Jan-17-16	Jan-30-16	Feb-12-16	Feb-04-16	Feb-05-16	Academic	
Jan-31-16	Feb-13-16	Feb-26-16	Feb-18-16	Feb-19-16	Academic	
Feb-14-16	Feb-27-16	Mar-11-16	Mar-03-16	Mar-04-16	Academic	
Feb-28-16	Mar-12-16	Mar-25-16	Mar-17-16	Mar-18-16	Academic	
Mar-13-16	Mar-26-16	Apr-08-16	Mar-31-16	Apr-01-16	Academic	
Mar-27-16	Apr-09-16	Apr-22-16	Apr-14-16	Apr-15-16	Academic	
Apr-10-16	Apr-23-16	May-06-16	Apr-28-16	Apr-29-16	Academic	
Apr-24-16	May-07-16	May-20-16	May-12-16	May-13-16	Academic	
May-08-16	May-21-16	Jun-03-16	May-26-16	May-27-16	Ac/Su	Final academic yr payroll.
May-22-16	Jun-04-16	Jun-17-16	Jun-09-16	Jun-10-16	Summer	
Jun-05-16	Jun-18-16	Jul-01-16	Jun-23-16	Jun-24-16	Summer	
Jun-19-16	Jul-02-16	Jul-15-16	Jul-07-16	Jul-08-16	Summer	
Jul-03-16	Jul-16-16	Jul-29-16	Jul-21-16	Jul-22-16	Summer	
Jul-17-16	Jul-30-16	Aug-12-16	Aug-04-16	Aug-05-16	Summer	
Jul-31-16	Aug-13-16	Aug-26-16	Aug-18-16	Aug-19-16	Summer	
Aug-14-16	Aug-27-16	Sep-09-16	Sep-01-16	Sep-02-16	Su/Ac	Final summer payroll.
Aug-28-16	Sep-10-16	Sep-23-16	Sep-15-16	Sep-16-16	Academic	
Sep-11-16	Sep-24-16	Oct-07-16	Sep-29-16	Sep-30-16	Academic	
Sep-25-16	Oct-08-16	Oct-21-16	Oct-13-16	Oct-14-16	Academic	
Oct-09-16	Oct-22-16	Nov-04-16	Oct-27-16	Oct-28-16	Academic	
Oct-23-16	Nov-05-16	Nov-18-16	Nov-10-16	Nov-11-16	Academic	
Nov-06-16	Nov-19-16	Dec-02-16	Nov-24-16	Nov-25-16	Academic	
Nov-20-16	Dec-03-16	Dec-16-16	Dec-08-16	Dec-09-16	Academic	
Dec-04-16	Dec-17-16	Dec-30-16	Dec 16, 2016 - 9 am	Dec-16-16	Academic	Payroll processed before break (12/19/16), additional hrs worked/adjustments to payroll will be included in payroll paid 1/13/17.

\* Occurs the Thursday prior to approval deadline, unless otherwise noted. Submit requests for assistance to payroll, per your review of timecards (can you see all your employees, are there any issues or questions you need assistance with).

\*\* The **absolute final deadline** is the following Monday morning at 11 am, and payroll will be processed immediately after.

Approval window allows over one week for employees and supervisors to make edits to and approve timecards. Goal is to have employees approve by Tuesday, leaving supervisors the correction/approval window of Wednesday through Friday. Automated reminders would be sent to students on Saturday and supervisors on Tuesday & Friday.