

2016 BIWEEKLY HUMAN RESOURCES AND PAYROLL CLOSINGS & PAYDATES

Month	*Pay No	Begins- Sun	Ends- Sat	BW PR Closing Deadline @5:00PM	BW Paydate
January	1 ^a	12/20/2015	01/02/2016	01/04/2016	01/08/2016
	2 ^b	01/03/2016	01/16/2016	1/19/2016*	01/22/2016
	3 ⁿ	01/17/2016	01/30/2016	02/01/2016	02/05/2016
February	4 ^a	01/31/2016	02/13/2016	02/15/2016	02/19/2016
	5 ^b	02/14/2016	02/27/2016	02/29/2016	03/04/2016
March	6 ^a	02/28/2016	03/12/2016	03/14/2016	03/18/2016
	7 ^b	03/13/2016	03/26/2016	03/28/2016	04/01/2016
^ End of 1st Quarter *Holiday Schedule Payroll Close@noon					
April	8 ^a	03/27/2016	04/09/2016	04/11/2016	04/15/2016
	9 ^b	04/10/2016	04/23/2016	04/25/2016	04/29/2016
May	10 ^a	04/24/2016	05/07/2016	05/09/2016	05/13/2016
	11 ^b	05/08/2016	05/21/2016	05/23/2016	05/27/2016
June	12 ^a	05/22/2016	06/04/2016	06/06/2016	06/10/2016
	13 ^b	06/05/2016	06/18/2016	06/20/2016	06/24/2016
^ End of 2nd Quarter					
July	14 ^a	06/19/2016	07/02/2016	7/5/2016*	07/08/2016
	15 ^b	07/03/2016	07/16/2016	07/18/2016	07/22/2016
	16 ⁿ	07/17/2016	07/30/2016	08/01/2016	08/05/2016
August	17 ^a	07/31/2016	08/13/2016	08/15/2016	08/19/2016
	18 ^b	08/14/2016	08/27/2016	08/29/2016	09/02/2016
September	19 ^a	08/28/2016	09/10/2016	09/12/2016	09/16/2016
	20 ^b	09/11/2016	09/24/2016	09/26/2016	09/30/2016
^ End of 3rd Quarter *Holiday Schedule Payroll Close@noon					
October	21 ^a	09/25/2016	10/08/2016	10/10/2016	10/14/2016
	22 ^b	10/09/2016	10/22/2016	10/24/2016	10/28/2016
November	23 ^a	10/23/2016	11/05/2016	11/7/2016*	11/10/2016
	24 ^b	11/06/2016	11/19/2016	11/20/2016**	11/23/2016
December	25 ^a	11/20/2016	12/03/2016	12/05/2016	12/09/2016
	26 ^b	12/04/2016	12/17/2016	12/19/2016	12/23/2016
^ End of 4th Quarter **Holiday Schedule/Sunday Close @9:00AM *Holiday Schedule Payroll Close@noon					

*The following list is a sample of commonly elected deduction types which are withheld based on the biweekly pay period end date, (a) 1st pay period end date of the month, (b) 2nd pay period end date of the month, (n) none

*Deduction Schedule Type (a)

PTX Dental; Group Life; Personal Accident; LTD; Vision; Union Fees and Dues

*Deduction Schedule Type (b)

Parking; Qualified Trans Program; Health Insurance; Quad Club; Ratner Center; Charities

2016 MONTHLY HUMAN RESOURCES AND PAYROLL CLOSINGS & PAYDATES

Month	Pay No	Begins	Ends	Academic Transaction Deadline*	MO PR Closing Deadline 5:00PM	MO Paydate
January	1	01/01/2016	01/31/2016	01/11/2016	01/20/2016	01/29/2016
February	2	02/01/2016	02/29/2016	02/12/2016	02/17/2016	02/29/2016
March	3	03/01/2016	03/31/2016	03/18/2016	03/23/2016	03/31/2016
April	4	04/01/2016	04/30/2016	04/11/2016	04/20/2016	04/29/2016
May	5	05/01/2016	05/31/2016	05/13/2016	05/18/2016	05/31/2016
June	6	06/01/2016	06/30/2016	06/10/2016	06/15/2016	06/30/2016
July	7	07/01/2016	07/31/2016	07/11/2016	07/20/2016	07/29/2016
August	8	08/01/2016	08/31/2016	08/12/2016	08/17/2016	08/31/2016
September	9	09/01/2016	09/30/2016	09/09/2016	09/21/2016	09/30/2016
October	10	10/01/2016	10/31/2016	10/10/2016	10/19/2016	10/31/2016
November	11	11/01/2016	11/30/2016	11/11/2016	11/16/2016	11/30/2016
December	12	12/01/2016	12/31/2016	12/09/2016	12/14/2016	12/30/2016

*Note: this applies to Provost Office transactions only.

NOTE: For a worker to be paid: pay group and all applicable compensation elements (i.e. base compensation, one-time payment, period activity pay) must be successfully completed and approved by the payroll closing deadline