

Last Updated: 11/28/2016

2016 HR & PAYROLL Deadlines

Month (by Payment Date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	Normal Payroll Monday deadlines:					Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes
								10:45 AM	11:00 AM	2:30 PM	3:00 PM	9:00 PM			
								EPAF Deadline	PDAEDN Entry Deadline	WTE Employee Submission PHATIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline			
	2015	B1-27	19-Dec-2015	1-Jan-2016	3	*	Wed 16-Dec-15	Thu 17-Dec-15	n/a	n/a	n/a	Wed 23-Dec-15	Thu 31-Dec-15	*December and New Years Holidays	
JAN	2016	B2-00			1		Wed 30-Dec-15	4-Jan-16			7-Jan-16	8-Jan-16			
	2016	B1-01			1		06-Jan-16	11-Jan-16	n/a	n/a	n/a	14-Jan-16	15-Jan-16		
	2016	B2-01	2-Jan-2016	15-Jan-2016	2	*	13-Jan-16	Fri 15-Jan-16		Tue 19-Jan-16 10:00 AM	Fri 15-Jan-16	21-Jan-16	22-Jan-16	MLK Day Jan. 18	
	2016	B1-02			2		20-Jan-16	25-Jan-16	n/a	n/a	n/a	28-Jan-16	29-Jan-16		
FEB	2016	B2-02	16-Jan-2016	29-Jan-2016	1		27-Jan-16	1-Feb-16			4-Feb-16	5-Feb-16			
	2016	B1-03			1		03-Feb-16	8-Feb-16	n/a	n/a	n/a	11-Feb-16	12-Feb-16		
	2016	B2-03	30-Jan-2016	12-Feb-2016	2		10-Feb-16	15-Feb-16			18-Feb-16	19-Feb-16			
	2016	B1-04			2		17-Feb-16	22-Feb-16	n/a	n/a	n/a	25-Feb-16	26-Feb-16		
	2016	B2-04	13-Feb-2016	26-Feb-2016	1		24-Feb-16	29-Feb-16			3-Mar-16	4-Mar-16			
MAR	2016	B1-05	27-Feb-2016	11-Mar-2016	1		02-Mar-16	7-Mar-16	n/a	n/a	n/a	10-Mar-16	11-Mar-16		
	2016	B2-05			2		9-Mar-16	14-Mar-16			17-Mar-16	18-Mar-16			
	2016	B1-06	12-Mar-2016	25-Mar-2016	2		16-Mar-16	21-Mar-16	n/a	n/a	n/a	24-Mar-16	25-Mar-16		

Last Updated: 11/28/2016

								Normal Payroll Monday deadlines:								
								10:45 AM	11:00 AM	2:30 PM	3:00 PM	9:00 PM				
Month (by Payment Date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	EPAF Deadline	PDADEDN Entry Deadline	WTE Employee Submission PHATIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline	Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes	
	2016	B2-06			1		23-Mar-16	28-Mar-16					31-Mar-16	1-Apr-16		
APR	2016	B1-07	26-Mar-2016	8-Apr-2016	1		30-Mar-16	4-Apr-16	n/a	n/a	n/a	7-Apr-16	8-Apr-16			
	2016	B2-07			2		6-Apr-16	11-Apr-16					14-Apr-16	15-Apr-16		
	2016	B1-08	9-Apr-2016	22-Apr-2016	2		13-Apr-16	18-Apr-16	n/a	n/a	n/a	21-Apr-16	22-Apr-16			
	2016	B2-08			3		20-Apr-16	25-Apr-16					28-Apr-16	29-Apr-16		
MAY	2016	B1-09	23-Apr-2016	6-May-2016	1		27-Apr-16	2-May-16	n/a	n/a	n/a	5-May-16	6-May-16			
	2016	B2-09			1		4-May-16	9-May-16					12-May-16	13-May-16		
	2016	B1-10	7-May-2016	20-May-2016	2		11-May-16	16-May-16	n/a	n/a	n/a	19-May-16	20-May-16			
	2016	B2-10			2		18-May-16	23-May-16					26-May-16	27-May-16		
	2016	B1-11	21-May-2016	3-Jun-2016	1	*	25-May-16	Fri 27-May-16	n/a	n/a	n/a	2-Jun-16	3-Jun-16	Memorial Day May 30		
JUN	2016	B2-11			1		1-Jun-16	6-Jun-16					9-Jun-16	10-Jun-16		
	2016	B1-12	4-Jun-2016	17-Jun-2016	2		08-Jun-16	13-Jun-16	n/a	n/a	n/a	16-Jun-16	17-Jun-16			
	2016	B2-12			2		15-Jun-16	Fri 17-Jun-16 12:00 PM	20-Jun-16					23-Jun-16	24-Jun-16	

Last Updated: 11/28/2016

Normal Payroll Monday deadlines:															
10:45 AM 11:00 AM 2:30 PM 3:00 PM 9:00 PM															
Month (by Payment Date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	EPAF Deadline	PDAEDN Entry Deadline	WTE Employee Submission PHATIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline	Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes
	2016	B1-13	18-Jun-2016	1-Jul-2016	1		22-Jun-16	27-Jun-16		n/a	n/a	n/a	30-Jun-16	1-Jul-16	

Last Updated: 11/28/2016

								Normal Payroll Monday deadlines:							
								10:45 AM	11:00 AM	2:30 PM	3:00 PM	9:00 PM			
Month (by Payment Date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	EPAF Deadline	PDAEDN Entry Deadline	WTE Employee Submission PHATIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline	Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes
JUL	2016	B2-13	18-Jun-2016	1-Jul-2016	1	*	29-Jun-16	Fri 1-July-16			Tue 5-Jul-16 10:00 AM	Fri 1-Jul-16	7-Jul-16	8-Jul-16	Independence Day July 4
	2016	B1-14	2-Jul-2016	15-Jul-2016	2		06-Jul-16	11-Jul-16	n/a	n/a	n/a	n/a	14-Jul-16	15-Jul-16	
	2016	B2-14			2		13-Jul-16	18-Jul-16					21-Jul-16	22-Jul-16	
	2016	B1-15	16-Jul-2016	29-Jul-2016	3		20-Jul-16	25-Jul-16	n/a	n/a	n/a	n/a	28-Jul-16	29-Jul-16	
AUG	2016	B2-15			1		27-Jul-16	1-Aug-16					4-Aug-16	5-Aug-16	
	2016	B1-16	30-Jul-2016	12-Aug-2016	1		03-Aug-16	8-Aug-16	n/a	n/a	n/a	n/a	11-Aug-16	12-Aug-16	
	2016	B2-16			2		10-Aug-16	15-Aug-16					18-Aug-16	19-Aug-16	
	2016	B1-17	13-Aug-2016	26-Aug-2016	2		17-Aug-16	22-Aug-16	n/a	n/a	n/a	n/a	25-Aug-16	26-Aug-16	
	2016	B2-17			1		24-Aug-16	29-Aug-16					1-Sep-16	2-Sep-16	
SEP	2016	B1-18	27-Aug-2016	9-Sep-2016	1	*	31-Aug-16	Fri 2-Sep-16	n/a	n/a	n/a	n/a	8-Sep-16	9-Sep-16	Labor Day Sept. 5
	2016	B2-18			2		7-Sep-16	12-Sep-16					15-Sep-16	16-Sep-16	
	2016	B1-19	10-Sep-2016	23-Sep-2016	2		14-Sep-16	19-Sep-16	n/a	n/a	n/a	n/a	22-Sep-16	23-Sep-16	
	2016	B2-19			3		21-Sep-16	26-Sep-16					29-Sep-16	30-Sep-16	

Last Updated: 11/28/2016

								Normal Payroll Monday deadlines:								
								10:45 AM	11:00 AM	2:30 PM	3:00 PM	9:00 PM				
Month (by Payment Date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	EPAF Deadline	PDAEDN Entry Deadline	WTE Employee Submission PHATIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline	Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes	
OCT	2016	B1-20	24-Sep-2016	7-Oct-2016	1		28-Sep-16	3-Oct-16		n/a	n/a	n/a	6-Oct-16	7-Oct-16		
	2016	B2-20			1		5-Oct-16	10-Oct-16					13-Oct-16	14-Oct-16		
	2016	B1-21	8-Oct-2016	21-Oct-2016	2		12-Oct-16	17-Oct-16	n/a	n/a	n/a	20-Oct-16	21-Oct-16			
	2016	B2-21			2		19-Oct-16	24-Oct-16					27-Oct-16	28-Oct-16		
	2016	B1-22	22-Oct-2016	4-Nov-2016	1		26-Oct-16	31-Oct-16	n/a	n/a	n/a	3-Nov-16	4-Nov-16			
NOV	2016	B2-22			1	*	2-Nov-16	Fri 4-Nov 2016			Mon 7-Nov-16 10:00AM	Fri 4-Nov-16	Wed 9-Nov-16	Thu 10-Nov-16	Veterans Day Nov 11	
	2016	B1-23	5-Nov-2016	18-Nov-2016	2		09-Nov-16	14-Nov-16	n/a	n/a	n/a	17-Nov-16	18-Nov-16			
	2016	B2-23			2	*	16-Nov-16	Fri 18-Nov-16			Mon 21-Nov-16 10:00 AM	Fri 18-Nov-16	Tue 22-Nov-16	Wed 23-Nov-16	Thanksgiving Nov 24 & 25	
	2016	B1-24	19-Nov-2016	2-Dec-2016	1	*	Tue 22-Nov-16	28-Nov-16	n/a	n/a	n/a	1-Dec-16	2-Dec-16			
DEC	2016	B2-24			1		30-Nov-16	5-Dec-16					8-Dec-16	9-Dec-16		
	2016	B1-25	3-Dec-2016	16-Dec-2016	2		07-Dec-16	12-Dec-16	n/a	n/a	n/a	15-Dec-16	16-Dec-16			
	2016	B2-25			2	*	Tue 13-Dec-16	Thu 15-Dec-16	Fri 16-Dec-16	Mon 19-Dec-16 10:00 AM	Fri 16-Dec-16	22-Dec-16	23-Dec-16			

Last Updated: 11/28/2016

								Normal Payroll Monday deadlines:							
								10:45 AM	11:00 AM	2:30 PM	3:00 PM	9:00 PM			
Month (by Payment Date)	Year	Pay ID & No.	Work Begin Date	Work End and PP End Date	POM Indicator	Change Due to Holiday	COMP TRXs DUE Wednesday @ 4:00 pm	EPAF Deadline	PDAEDN Entry Deadline	WTE Employee Submission PHATIME Deadline	3rd PARTY FEEDS Deadline	WTE Approval Deadline	Checks to be received by Campus for Mail Service - Thursday	CHECK/PAYMENT DATE	Special processing notes
	2016	B1-26	17-Dec-2016	30-Dec-2016	3	*	Wed 14-Dec-16	Thu 15-Dec-16	n/a	n/a	n/a	29-Dec-16	30-Dec-16 (1)	*December Holidays	
JAN	2017	B2-00			1	*	Wed 21-Dec-16	Fri 30-Dec-16	Tue 3-Jan-17 8:30 AM	Tue 3-Jan-17 10:00 AM	Tue 3-Jan-17 9:30 AM	5-Jan-17	6-Jan-17	New Years (Observed) Mon 02-Jan-17	

Check your campus Holiday calendar for campus specific dates for closing.

Notes

2016-B1-26 (1)
 - Direct Deposit payments will occur on Friday 12/30/2016.
 - Campus checks will be available depending on Campus Holiday/closing schedule or next "open" business date.