

2016	Monthly Paid	Hourly					
PAF Deadline:	PAF entered	into database					
Pay Period	Hourly Reporting	Weeks in	Timekeepers	Approvers	Time Approver	Payroll Confirm	Pay Day
	Period	Reporting period	Review Time	Approve Time	Lockout @ noon	Date	
				by 5pm			
January	12/13/15 - 01/16/16	5	1/21/2016	1/22/2016	1/25/2016	1/26/2016	1/29/2016
February	01/17/16 - 02/13/16	4	2/19/2016	2/22/2016	2/23/2016	2/24/2016	2/29/2016
March	02/14/16 - 03/19/16	5	3/22/2016	3/23/2016	3/24/2016	3/25/2016	3/31/2016
April	03/20/16 - 04/16/16	4	4/19/2016	4/20/2016	4/21/2016	4/22/2016	4/29/2016
May	04/17/16 - 05/14/16	4	5/17/2016	5/18/2016	5/19/2016	5/20/2016	5/31/2016
June	05/15/16 - 06/11/16	4	6/14/2016	6/15/2016	6/16/2016	6/17/2016	6/30/2016
July	06/12/16 - 07/16/16	5	7/21/2016	7/22/2016	7/25/2016	7/26/2016	7/29/2016
August	07/17/16 - 08/20/16	5	8/23/2016	8/24/2016	8/25/2016	8/26/2016	8/31/2016
September	08/21/16 - 09/17/16	4	9/20/2016	9/21/2016	9/22/2016	9/23/2016	9/30/2016
October	09/18/16 - 10/15/16	4	10/18/2016	10/19/2016	10/20/2016	10/21/2016	10/31/2016
November	10/16/16 - 11/12/16	4	11/15/2016	11/16/2016	11/17/2016	11/18/2016	11/30/2016
December	11/13/16 - 12/10/16	4	12/13/2016	12/14/2016	12/15/2016	12/16/2016	TBD