

2016 Monthly	Payroll	Calendar					
Pay Period	PAF Deadline	Reporters	Timekeepers	Approvers	Time Approver	Payroll Confirm	Pay Day
		Submit Time	Review Time	Approve Time	Lockout @ noon	Date	
January		1/20/2016	1/21/2016	1/22/2016	1/25/2016	1/26/2016	1/29/2016
February		2/18/2016	2/19/2016	2/22/2016	2/23/2016	2/24/2016	2/29/2016
March		3/21/2016	3/22/2016	3/23/2016	3/24/2016	3/25/2016	3/31/2016
April		4/18/2016	4/19/2016	4/20/2016	4/21/2016	4/22/2016	4/29/2016
May		5/16/2016	5/17/2016	5/18/2016	5/19/2016	5/20/2016	5/31/2016
June		6/13/2016	6/14/2016	6/15/2016	6/16/2016	6/17/2016	6/30/2016
July	7/19/2016	7/20/2016	7/21/2016	7/22/2016	7/25/2016	7/26/2016	7/29/2016
August	8/12/2016	8/22/2016	8/23/2016	8/24/2016	8/25/2016	8/26/2016	8/31/2016
September	9/16/2016	9/19/2016	9/20/2016	9/21/2016	9/22/2016	9/23/2016	9/30/2016
October	10/14/2016	10/17/2016	10/18/2016	10/19/2016	10/20/2016	10/21/2016	10/31/2016
November	11/11/2015	11/14/2016	11/15/2016	11/16/2016	11/17/2016	11/18/2015	11/30/2016
December	12/9/2016	12/12/2016	12/13/2016	12/14/2016	12/15/2016	12/16/2016	TBD
PAF Deadline:	PAF entered	into database					