



SEMIMONTHLY PAYROLL & LEAVE REPORTING PERIODS
CHECK DATES FOR 2016-2017
SALARIED EMPLOYEES

Salaried employees schedule are paid 1/24th of their annual salary each check date.

	Leave Reporting Period		Payroll Period		Time Entry	Check Date	
	Beginning	Ending	Beginning	Ending	Closed		
1	6/6/2016	6/19/2016	7/1/2016	7/15/2016	06/23/16	7/15/2016	1
2	6/20/2016	7/3/2016	7/16/2016	7/31/2016	07/07/16	7/29/2016	
3	7/4/2016	7/17/2016	8/1/2016	8/15/2016	07/21/16	8/15/2016	2
4	7/18/2016	8/7/2016	8/16/2016	8/31/2016	08/12/16	8/30/2016	3
5	8/8/2016	8/28/2016	9/1/2016	9/15/2016	09/02/16	9/15/2016	
6	8/29/2016	9/11/2016	9/16/2016	9/30/2016	09/16/16	9/30/2016	
7	9/12/2016	9/25/2016	10/1/2016	10/15/2016	09/30/16	10/14/2016	
8	9/26/2016	10/9/2016	10/16/2016	10/31/2016	10/14/16	10/28/2016	
9	10/10/2016	10/23/2016	11/1/2016	11/15/2016	10/28/16	11/15/2016	
10	10/24/2016	11/6/2016	11/16/2016	11/30/2016	11/11/16	11/30/2016	
11	11/7/2016	11/20/2016	12/1/2016	12/15/2016	12/02/16	12/15/2016	
12	11/21/2016	12/4/2016	12/16/2016	12/31/2016	12/09/16	12/30/2016	
13	12/5/2016	12/25/2016	1/1/2017	1/15/2017	01/04/17	1/13/2017	
14	12/26/2016	1/8/2017	1/16/2017	1/31/2017	01/13/17	1/30/2017	
15	1/9/2017	1/22/2017	2/1/2017	2/15/2017	01/27/17	2/15/2017	
16	1/23/2017	2/5/2017	2/16/2017	2/28/2017	02/10/17	2/28/2017	
17	2/6/2017	2/19/2017	3/1/2017	3/15/2017	02/24/17	3/15/2017	
18	2/20/2017	3/5/2017	3/16/2017	3/31/2017	03/10/17	3/30/2017	
19	3/6/2017	3/19/2017	4/1/2017	4/15/2017	03/24/17	4/14/2017	
20	3/20/2017	4/2/2017	4/16/2017	4/30/2017	04/07/17	4/28/2017	
21	4/3/2017	4/23/2017	5/1/2017	5/15/2017	04/28/17	5/15/2017	
22	4/24/2017	5/7/2017	5/16/2017	5/31/2017	05/12/17	5/30/2017	
23	5/8/2017	5/21/2017	6/1/2017	6/15/2017	05/26/17	6/15/2017	
24	5/22/2017	6/4/2017	6/16/2017	6/30/2017	06/08/17	6/30/2017	
	TBD		7/1/2017	7/15/2017	TBD	7/15/2017	
	TBD		7/16/2017	7/31/2017	TBD	7/29/2017	4
	TBD		8/1/2017	8/15/2017	TBD	8/15/2017	5

- 1 245 Day Work Schedule starts
- 2 200, 205, 210, 215, 220 Day Work Schedule starts
- 3 185, 190 Day Work Schedule starts
- 4 Final 2016-17 check - 200, 205, 210, 215, 220 Day Work Schedule
- 5 Final 2016-17 check - 185, 190 Work Schedule

Time entry closes at 4:00 pm on the close date. Time may not be approved after the close date.