

PAY PERIOD		Shortened Deadline	PAR Requests to HRIS	Prior Pay Period & Time Reporter Group Requests to T&L	Employee Time Entry (by End of Last Shift)	Supervisors /Delegates Approve Time 12:00pm	Delegate/ Business office Validation 5:00pm	Benefit Elections 9:00am	Back Office Validation 9:00am	Payroll Production	PAY DAY
12/13/15	12/26/15	*	12/17/15	12/17/15	12/26/15	12/28/15	12/29/15	12/30/15	12/30/15	12/31/15	01/07/16
12/27/15	01/09/16		12/31/15	12/31/15	01/09/16	01/11/16	01/12/16	01/13/16	01/14/16	01/15/16	01/21/16
01/10/16	01/23/16		01/14/16	01/14/16	01/23/16	01/25/16	01/26/16	01/27/16	01/28/16	01/29/16	02/04/16
01/24/16	02/06/16		01/28/16	01/28/16	02/06/16	02/08/16	02/09/16	02/10/16	02/11/16	02/12/16	02/18/16
02/07/16	02/20/16		02/11/16	02/11/16	02/20/16	02/22/16	02/23/16	02/24/16	02/25/16	02/26/16	03/03/16
02/21/16	03/05/16		02/25/16	02/25/16	03/05/16	03/07/16	03/08/16	03/09/16	03/10/16	03/11/16	03/17/16
03/06/16	03/19/16		03/10/16	03/10/16	03/19/16	03/21/16	03/22/16	03/23/16	03/24/16	03/25/16	03/31/16
03/20/16	04/02/16		03/24/16	03/24/16	04/02/16	04/04/16	04/05/16	04/06/16	04/07/16	04/08/16	04/14/16
04/03/16	04/16/16		04/07/16	04/07/16	04/16/16	04/18/16	04/19/16	04/20/16	04/21/16	04/22/16	04/28/16
04/17/16	04/30/16		04/21/16	04/21/16	04/30/16	05/02/16	05/03/16	05/04/16	05/05/16	05/06/16	05/12/16
05/01/16	05/14/16		05/05/16	05/05/16	05/14/16	05/16/16	05/17/16	05/18/16	05/19/16	05/20/16	05/26/16
05/15/16	05/28/16	*	05/19/16	05/19/16	05/27/16	05/27/16	05/31/16	06/01/16	06/02/16	06/03/16	06/09/16
05/29/16	06/11/16		06/02/16	06/02/16	06/11/16	06/13/16	06/14/16	06/15/16	06/16/16	06/17/16	06/23/16
06/12/16	06/25/16		06/16/16	06/16/16	06/25/16	06/27/16	06/28/16	06/29/16	06/30/16	07/01/16	07/07/16
06/26/16	07/09/16		06/30/16	06/30/16	07/09/16	07/11/16	07/12/16	07/13/16	07/14/16	07/15/16	07/21/16
07/10/16	07/23/16		07/14/16	07/14/16	07/23/16	07/25/16	07/26/16	07/27/16	07/28/16	07/29/16	08/04/16
07/24/16	08/06/16		07/28/16	07/28/16	08/06/16	08/08/16	08/09/16	08/10/16	08/11/16	08/12/16	08/18/16
08/07/16	08/20/16		08/11/16	08/11/16	08/20/16	08/22/16	08/23/16	08/24/16	08/25/16	08/26/16	09/01/16
08/21/16	09/03/16	*	08/25/16	08/25/16	09/02/16	09/02/16	09/06/16	09/07/16	09/08/16	09/09/16	09/15/16
09/04/16	09/17/16		09/08/16	09/08/16	09/17/16	09/19/16	09/20/16	09/21/16	09/22/16	09/23/16	09/29/16
09/18/16	10/01/16		09/22/16	09/22/16	10/01/16	10/03/16	10/04/16	10/05/16	10/06/16	10/07/16	10/13/16
10/02/16	10/15/16		10/06/16	10/06/16	10/15/16	10/17/16	10/18/16	10/19/16	10/20/16	10/21/16	10/27/16
10/16/16	10/29/16		10/20/16	10/20/16	10/29/16	10/31/16	11/01/16	11/02/16	11/03/16	11/04/16	11/10/16
10/30/16	11/12/16		11/03/16	11/03/16	11/12/16	11/14/16	11/15/16	11/16/16	11/17/16	11/18/16	11/23/16
11/13/16	11/26/16	*	11/17/16	11/17/16	11/23/16	11/23/16	11/29/16	11/30/16	12/01/16	12/02/16	12/08/16
11/27/16	12/10/16		12/01/16	12/01/16	12/10/16	12/12/16	12/13/16	12/14/16	12/15/16	12/16/16	12/22/16
12/11/16	12/24/16	*	12/15/16	12/15/16	12/23/16	12/23/16	12/27/16	12/28/16	12/29/16	12/30/16	01/05/17