

Monthly Pay Frequency - Associated Deadlines in 2016

Pay Period	Pay Dates	HR Workflow – Final Approval	Employee Self- service Updates for Timesheets, Direct Deposit, and W-4 Tax Information	Timekeeper Entry and Self-service Approver	Gross Pay Registers Available on
		Deadline at 7:00 PM on	Deadlines at 7:00 PM on	Deadlines for MOR* and MPP* Paygroups at 10am on	
JANUARY	Friday 01-29-16	01-25-16	01-25-16	Tuesday 01-26-16	01-27-16
FEBRUARY	Monday 02-29-16	02-23-16	02-23-16	Wednesday 02-24-16	02-25-16
MARCH	Thursday 03-31-16	03-23-16	03-23-16	Thursday 03-24-16	03-25-16
APRIL	Friday 04-29-16	04-20-16	04-20-16	Thursday 04-21-16	04-22-16
MAY	Tuesday 05-31-16	05-25-16	05-25-16	Thursday 05-26-16	05-27-16
JUNE	Thursday 06-30-16	06-26-16	06-26-16	Monday 06-27-16	06-28-16
JULY	Friday 07-29-16	07-25-16	07-25-16	Tuesday 07-26-16	07-27-16
AUGUST	Wednesday 08-31-16	08-24-16	08-24-16	Thursday 08-25-16	08-26-16
SEPTEMBER	Friday 09-30-16	09-21-16	09-21-16	Thursday 09-22-16	09-23-16
OCTOBER	Monday 10-31-16	10-19-16	10-19-16	Thursday 10-20-16	10-21-16
NOVEMBER	Wednesday 11-30-16	11-21-16	11-21-16	Tuesday 11-22-16	11-23-16
DECEMBER	Friday 12-23-16	12-14-16	12-14-16	Thursday 12-15-16	12-16-16
		Early Deadline	Early Deadline	Early Deadline	Early Availability
Data entry/approval available again when Gross Pay Register available.					

Variations for **MOR** and **MPP** employees' normal work schedules are reported and processed in the month they occur. For example, leave usage that occurs in January is reported/approved by the 1-26-16 deadline above and processed with the January monthly payroll.