

April 2016

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	4/1 - 4/15	Tuesday, April 05, 2016	4/15/2016
Secondary Payroll*	4/1 - 4/15	Monday, April 11, 2016	4/15/2016
Monthly Salaried	4/1 - 4/30	Friday, April 15, 2016	5/2/2016
Task Payments	4/1 - 4/30	Friday, April 15, 2016	5/2/2016
Stipend Payments	4/1 - 4/30	Friday, April 15, 2016	5/2/2016
Semi-Monthly Salaried	4/16 - 4/30	Friday, April 15, 2016	5/2/2016
Hourly (ePAR)	3/16 - 3/31	Tuesday, April 05, 2016	4/15/2016
Hourly (ePAR)	4/1 - 4/15	Friday, April 15, 2016	5/2/2016
Secondary Payroll*	4/1 - 4/30	Monday, April 25, 2016	5/2/2016
Supplemental*	4/1 - 4/30	Monday, May 02, 2016	5/6/2016

*Excludes Hourly (ePAR), see Time and Labor Deadlines Below

Hourly Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline	Pay Date
Regular Hourly	3/1 - 3/15	Thursday, March 17, 2016	4/1/2016
Secondary Hourly	3/1 - 3/15	Thursday, March 24, 2016	4/1/2016
Supplemental*	3/1 - 3/15	Friday, April 01, 2016	4/7/2016
Regular Hourly	3/16 - 3/31	Wednesday, April 06, 2016	4/15/2016
Secondary Hourly	3/16 - 3/31	Monday, April 11, 2016	4/15/2016
Regular Hourly	4/1 - 4/15	Tuesday, April 19, 2016	5/2/2016
Secondary Hourly	4/1 - 4/15	Monday, April 25, 2016	5/2/2016
Supplemental*	4/1 - 4/15	Monday, May 02, 2016	5/6/2016

*Supplemental payroll will be processed for late approvals. No additional hourly payrolls will be processed until the next regular payroll date.

Salaried Payroll Deadlines for Time and Labor

Payroll	Pay Period	Final Approval Deadline
Monthly & Semi Monthly	4/1 - 4/30	Thursday, May 12, 2016
Monthly & Semi Monthly	5/1 - 5/31	Monday, June 13, 2016

Deadline is for all time to be entered for salaried employees.

**The Secondary and Supplemental pay dates are not mandated by the state and are subject to delay without notice due to unforeseen circumstances.*

