

February 2016

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	2/1 - 2/15	Wednesday, February 03, 2016	2/16/2016
Secondary Payroll*	2/1 - 2/15	Tuesday, February 09, 2016	2/16/2016
Monthly Salaried	2/1 - 2/29	Monday, February 15, 2016	3/1/2016
Task Payments	2/1 - 2/29	Monday, February 15, 2016	3/1/2016
Stipend Payments	2/1 - 2/29	Monday, February 15, 2016	3/1/2016
Semi-Monthly Salaried	2/16 - 2/29	Monday, February 15, 2016	3/1/2016
Hourly (ePAR)	1/16 - 1/31	Wednesday, February 03, 2016	2/16/2016
Hourly (ePAR)	2/1 - 2/15	Monday, February 15, 2016	3/1/2016
Secondary Payroll*	2/1 - 2/29	Not Scheduled	N/A
Supplemental*	2/1 - 2/29	Tuesday, March 01, 2016	3/7/2016

*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	1/1 - 1/15	Wednesday, January 20, 2016	2/1/2016
Secondary Hourly	1/1 - 1/15	Monday, January 25, 2016	2/1/2016
Supplemental*	1/1 - 1/15	Monday, February 01, 2016	2/5/2016
Regular Hourly	1/16 - 1/31	Thursday, February 04, 2016	2/16/2016
Secondary Hourly	1/16 - 1/31	Tuesday, February 09, 2016	2/16/2016
Regular Hourly	2/1 - 2/15	Wednesday, February 17, 2016	3/1/2016
Secondary Hourly	2/1 - 2/15	Not Scheduled	N/A
Supplemental*	2/1 - 2/15	Tuesday, March 01, 2016	3/7/2016

*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	2/1 - 2/29	Friday, March 11, 2016
Monthly & Semi Monthly	3/1 - 3/31	Tuesday, April 12, 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.*

Special Note: ePARs for reallocations must be submitted by 2/1 and approved by 2/5 for September 1, 2015 through February 29, 2016.