

December 2015

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	12/1 - 12/15	Thursday, December 3, 15	12/15/2015
Secondary Payroll*	12/1 - 12/15	Wednesday, December 9, 15	12/15/2015
Monthly Salaried	12/1 - 12/31	Tuesday, December 15, 15	1/4/2016
Task Payments	12/1 - 12/31	Tuesday, December 15, 15	1/4/2016
Stipend Payments	12/1 - 12/31	Tuesday, December 15, 15	1/4/2016
Semi-Monthly Salaried	12/16 - 12/31	Tuesday, December 15, 15	1/4/2016
Hourly (ePAR)	11/16 - 11/30	Friday, December 4, 15	12/15/2015
Hourly (ePAR)	12/1 - 12/15	Thursday, December 17, 15	1/4/2016
Secondary Payroll*	12/1 - 12/31	Not Scheduled	N/A
Supplemental*	12/1 - 12/31	Monday, January 4, 16	1/8/2016

*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	11/1 - 11/15	Wednesday, November 18, 15	12/1/2015
Secondary Hourly	11/1 - 11/15	Monday, November 23, 15	12/1/2015
Supplemental*	11/1 - 11/15	Tuesday, December 1, 15	12/7/2015
Regular Hourly	11/16 - 11/30	Friday, December 4, 15	12/15/2015
Secondary Hourly	11/16 - 11/30	Wednesday, December 9, 15	12/15/2015
Regular Hourly	12/1 - 12/15	Thursday, December 17, 15	1/4/2016
Secondary Hourly*	12/1 - 12/15	Not Scheduled	N/A
Supplemental*	12/1 - 12/15	Monday, January 4, 16	1/8/2016

*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	12/1 - 12/31	Tuesday, January 12, 16
Monthly & Semi Monthly	1/1 - 1/31	Friday, February 12, 16

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.*

*No Secondary

Work Hours in Month

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