

March 2016

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	3/1 - 3/15	Thursday, March 03, 2016	3/15/2016
Secondary Payroll*	3/1 - 3/15	Tuesday, March 08, 2016	3/15/2016
Monthly Salaried	3/1 - 3/31	Tuesday, March 15, 2016	4/1/2016
Task Payments	3/1 - 3/31	Tuesday, March 15, 2016	4/1/2016
Stipend Payments	3/1 - 3/31	Tuesday, March 15, 2016	4/1/2016
Semi-Monthly Salaried	3/16 - 3/31	Tuesday, March 15, 2016	4/1/2016
Hourly (ePAR)	2/16 - 2/29	Thursday, March 03, 2016	3/15/2016
Hourly (ePAR)	3/1 - 3/15	Tuesday, March 15, 2016	4/1/2016
Secondary Payroll*	3/1 - 3/31	Thursday, March 24, 2016	4/1/2016
Supplemental*	3/1 - 3/31	Friday, April 01, 2016	4/7/2016

*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	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
Regular Hourly	2/16 - 2/29	Friday, March 04, 2016	3/15/2016
Secondary Hourly	2/16 - 2/29	Tuesday, March 08, 2016	3/15/2016
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

*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	3/1 - 3/31	Tuesday, April 12, 2016
Monthly & Semi Monthly	4/1 - 4/30	Thursday, May 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.*