

May 2016

Payroll Deadlines for ePAR

Transaction Type	Pay Period	Final Approval Deadline	Pay Date
Semi-Monthly Salaried	5/1 - 5/15	Wednesday, May 04, 2016	5/16/2016
Secondary Payroll*	5/1 - 5/15	Tuesday, May 10, 2016	5/16/2016
Monthly Salaried	5/1 - 5/31	Monday, May 16, 2016	6/1/2016
Task Payments	5/1 - 5/31	Monday, May 16, 2016	6/1/2016
Stipend Payments	5/1 - 5/31	Monday, May 16, 2016	6/1/2016
Semi-Monthly Salaried	5/16 - 5/31	Monday, May 16, 2016	6/1/2016
Hourly (ePAR)	4/16 - 4/30	Wednesday, May 04, 2016	5/16/2016
Hourly (ePAR)	5/1 - 5/15	Monday, May 16, 2016	6/1/2016
Secondary Payroll*	5/1 - 5/31	Tuesday, May 24, 2016	6/1/2016
Supplemental*	5/1 - 5/31	Wednesday, June 01, 2016	6/7/2016

*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	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
Regular Hourly	4/16 - 4/30	Thursday, May 05, 2016	5/16/2016
Secondary Hourly	4/16 - 4/30	Tuesday, May 10, 2016	5/16/2016
Regular Hourly	5/1 - 5/15	Wednesday, May 18, 2016	6/1/2016
Secondary Hourly	5/1 - 5/15	Tuesday, May 24, 2016	6/1/2016
Supplemental*	5/1 - 5/15	Wednesday, June 01, 2016	6/7/2016

*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	5/1 - 5/31	Monday, June 13, 2016
Monthly & Semi Monthly	6/1 - 6/30	Tuesday, July 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.*