

SCHEDULE OF 2016 PAY PERIODS, HOLIDAYS, AND PAYDAYS				
PAY PERIOD	INCLUSIVE DATES	HOURLY STUDENT TIME ENTRY DEADLINE	2016 PAYDAYS <sup>1</sup>	
January	Jan 01 – Jan 31	Jan 31	Monday	Feb 15
February	Feb 01 – Mar 01	Mar 01	Monday	Mar 14
March	Mar 02 – Mar 31	Mar 31	Thursday	Apr 14
April	Apr 01 – April 30	Apr 30	Friday	May 13
May	May 01 – May 31	May 31	Tuesday	Jun 14
June	Jun 01 – Jun 30	Jun 30	Thursday	Jul 14
July	Jul 01 – Aug 01	Aug 01	Monday	Aug 15
August	Aug 02 – Aug 31	Aug 31	Wednesday	Sept 14
September	Sep 01 – Sep 30	Sep 30	Friday	Oct 14
October	Oct 01 – Oct 31	Oct 31	Monday	Nov 14
November	Nov 01 – Nov 30	Nov 30	Wednesday	Dec 14
December	Dec 01 – Dec 31	Dec 31	Friday	Jan 13

<u>HOLIDAY</u>	<u>CAMPUS OPEN<sup>2</sup></u>	<u>HOLIDAY OBSERVED</u>
Lincoln's Birthday	February 12, 2016	November 26, 2016
Washington's Birthday	February 16, 2016	December 27, 2016
Admission Day	September 09, 2016	December 28, 2016
Columbus Day	October 10, 2016	December 29, 2016

Students must enter all hours by midnight on the last day of the pay period.

**Note to Supervisors:** To avoid delay in picking up student payroll, the student approval forms must be submitted to payroll as soon as student time is approved. Any approval sent two days prior to payday may not be processed in time for distribution and may result in a delay of paycheck being released.

<sup>1</sup> Check with your department for specific disbursement procedures.

<sup>2</sup> Observance of the holidays listed will change from the official date under "Campus Open" to the date shown under "Holiday Observed."