



2016 BIWEEKLY TIMECARD APPROVAL DEADLINES

For Non-Exempt Employees

| PAY PERIOD END DATE (Saturday) | EMPLOYEE APPROVAL **Saturday Unless mid December | SUPERVISOR APPROVAL **Typically Monday Unless Holiday occurs | PAY DATE (Wednesday unless Holiday) | NOTES |
|--------------------------------------|---|---|---|---|
| 1/2/2016 | 1/2/2016 | 1/4/2016 | 1/13/2016 | Holidays: 12/24-12/25,12/31, 01/01 |
| 1/16/2016 | 1/16/2016 | 1/19/2016** | 1/27/2016 | Holidays: 1/18 |
| 1/30/2016 | 1/30/2016 | 2/1/2016 | 2/10/2016 | |
| 2/13/2016 | 2/13/2016 | 2/16/2016** | 2/24/2016 | Holidays: 2/15 |
| 2/27/2016 | 2/27/2016 | 2/29/2016 | 3/9/2016 | |
| 3/12/2016 | 3/12/2016 | 3/14/2016 | 3/23/2016 | |
| 3/26/2016 | 3/26/2016 | 3/28/2016 | 4/6/2016 | Holidays: 03/25 |
| 4/9/2016 | 4/9/2016 | 4/11/2016 | 4/20/2016 | |
| 4/23/2016 | 4/23/2016 | 4/25/2016 | 5/4/2016 | |
| 5/7/2016 | 5/7/2016 | 5/9/2016 | 5/18/2016 | |
| 5/21/2016 | 5/21/2016 | 5/23/2016 | 6/1/2016 | |
| 6/4/2016 | 6/4/2016 | 6/6/2016 | 6/15/2016 | Holidays: 5/30 |
| 6/18/2016 | 6/18/2016 | 6/20/2016 | 6/29/2016 | |
| 7/2/2016 | 7/2/2016 | 7/5/2016** | 7/13/2016 | Holidays: 7/4 |
| 7/16/2016 | 7/16/2016 | 7/18/2016 | 7/27/2016 | |
| 7/30/2016 | 7/30/2016 | 8/1/2016 | 8/10/2016 | |
| 8/13/2016 | 8/13/2016 | 8/15/2016 | 8/24/2016 | |
| 8/27/2016 | 8/27/2016 | 8/29/2016 | 9/7/2016 | |
| 9/10/2016 | 9/10/2016 | 9/12/2016 | 9/21/2016 | Holidays: 9/5 |
| 9/24/2016 | 9/24/2016 | 9/26/2016 | 10/5/2016 | |
| 10/8/2016 | 10/8/2016 | 10/10/2016 | 10/19/2016 | |
| 10/22/2016 | 10/22/2016 | 10/24/2016 | 11/2/2016 | |
| 11/5/2016 | 11/5/2016 | 11/7/2016 | 11/16/2016 | |
| 11/19/2016 | 11/19/2016 | 11/21/2016** <u>by Noon</u> | 11/30/2016 | Holidays: 11/11, 11/24-25 |
| 12/3/2016 | 12/3/2016 | 12/5/2016 | 12/14/2016 | |
| 12/17/2016 | 12/15/2016 | 12/16/2016 <u>by Noon</u> | 12/28/2016 | Supervisor/Employee approval is <u>before</u> pay period ends |
| 12/31/2016 | 01/03/2017 <u>by 10am</u> | 1/3/2017 <u>after 10am</u> | 1/11/2017 | Holidays: 12/26-27, Curtailment 12/28-29, 12/30 |