



2016 BIWEEKLY TIMECARD APPROVAL DEADLINES

For Timekeepers

Cycle	PAY PERIOD END DATE (Saturday)	EMPLOYEE APPROVAL ** Saturday unless mid December)	SUPERVISOR APPROVAL ** Typically Monday unless Holiday Occurs	TIMEKEEPER SIGN-OFF (by 5pm)	PAY DATE (Wednesday unless Holiday)	CALTIME ACCRUALS UPDATED	EFFECTIVE DATE (** Includes Accruals)	HOLIDAYS
B1	1/2/2016	1/2/2016	1/4/2016	1/6/2016	1/13/2016	1/8/2016	1/3/2016	Holidays: 12/24-12/25, 12/31, 01/01
B2	1/16/2016	1/16/2016	1/19/2016**	1/20/2016	1/27/2016	1/22/2016	1/17/2016	Holidays: 1/18
B1	1/30/2016	1/30/2016	2/1/2016	2/2/2016	2/10/2016	2/4/2016	1/31/2016	
MO	1/31/2016	2/1/2016	2/5/2016	2/16/2016	2/1/2016	1/26/2016	2/1/2016	
B2	2/13/2016	2/13/2016	2/16/2016**	2/17/2016	2/24/2016	2/19/2016	2/14/2016	Holidays: 2/15
B1	2/27/2016	2/27/2016	2/29/2016	3/1/2016	3/9/2016	3/3/2016	2/28/2016	
MO	2/29/2016	3/1/2016	3/7/2016	3/16/2016	3/1/2016	2/24/2016	3/1/2016	
B2	3/12/2016	3/12/2016	3/14/2016	3/16/2016	3/23/2016	3/18/2016	3/13/2016	
B1	3/26/2016	3/26/2016	3/28/2016	3/30/2016	4/6/2016	4/1/2016	3/27/2016	Holidays: 3/25
MO	3/31/2016	4/1/2016	4/7/2016	4/18/2016	4/1/2016	3/25/2016	4/1/2016	
B2	4/9/2016	4/9/2016	4/11/2016	4/13/2016	4/20/2016	4/15/2016	4/10/2016	
B1	4/23/2016	4/23/2016	4/25/2016	4/27/2016	5/4/2016	4/29/2016	4/24/2016	
MO	4/30/2016	5/2/2016	5/6/2016	5/16/2016	4/29/2016	4/25/2016	5/1/2016	
B2	5/7/2016	5/7/2016	5/9/2016	5/11/2016	5/18/2016	5/13/2016	5/8/2016	
B1	5/21/2016	5/21/2016	5/23/2016	5/24/2016	6/1/2016	5/26/2016	5/22/2016	
MO	5/31/2016	6/1/2016	6/7/2016	6/16/2016	6/1/2016	5/24/2016	6/1/2016	
B2	6/4/2016	6/4/2016	6/6/2016	6/8/2016	6/15/2016	6/10/2016	6/5/2016	Holidays: 5/30
B1	6/18/2016	6/18/2016	6/20/2016	6/22/2016	6/29/2016	6/24/2016	6/19/2016	
MO	6/30/2016	7/1/2016	7/7/2016	7/18/2016	7/1/2016	6/27/2016	7/1/2016	
B2	7/2/2016	7/2/2016	7/5/2016**	7/6/2016	7/13/2016	7/8/2016	7/3/2016	Holidays: 7/4
B1	7/16/2016	7/16/2016	7/18/2016	7/20/2016	7/27/2016	7/22/2016	7/17/2016	
B2	7/30/2016	7/30/2016	8/1/2016	8/2/2016	8/10/2016	8/4/2016	7/31/2016	
MO	7/31/2016	8/1/2016	8/5/2016	8/16/2016	8/1/2016	7/26/2016	8/1/2016	
B1	8/13/2016	8/13/2016	8/15/2016	8/17/2016	8/24/2016	8/19/2016	8/14/2016	
B2	8/27/2016	8/27/2016	8/29/2016	8/30/2016	9/7/2016	9/1/2016	8/28/2016	
MO	8/31/2016	9/1/2016	9/6/2016	9/16/2016	9/1/2016	8/26/2016	9/1/2016	

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B1	9/10/2016	9/10/2016	9/12/2016	9/14/2016	9/21/2016	9/16/2016	9/11/2016	Holidays: 9/5
B2	9/24/2016	9/24/2016	9/26/2016	9/28/2016	10/5/2016	9/30/2016	9/25/2016	
MO	9/30/2016	10/3/2016	10/5/2016	10/17/2016	9/30/2016	9/26/2016	10/1/2016	
B1	10/8/2016	10/8/2016	10/10/2016	10/12/2016	10/19/2016	10/14/2016	10/9/2016	
B2	10/22/2016	10/22/2016	10/24/2016	10/26/2016	11/2/2016	10/28/2016	10/23/2016	
MO	10/31/2016	11/1/2016	11/7/2016	11/16/2016	11/1/2016	10/26/2016	11/1/2016	
B1	11/5/2016	11/5/2016	11/7/2016	11/8/2016	11/16/2016	11/10/2016	11/6/2016	
B2	11/19/2016	11/19/2016	11/21/2016 by noon	11/21/2016 after 12pm	11/30/2016	11/23/2016	11/20/2016	Holidays: 11/11, 11/24-11/25
MO	11/30/2016	12/1/2016	12/5/2016	12/13/2016	12/1/2016	11/22/2016	12/1/2016	

December Deadlines will be posted in November 2016