

2016 Semi-Monthly Payroll Deadlines

Paper Appointment and Exception Forms Deadline – The date paper forms are due in HR by 12:00 pm for processing for that pay period.

Smart Forms Deadline – The date that Smart Forms are due in the HR approval worklist to be loaded into HCM PeopleSoft. **Smart Forms received after this day will not be processed for the current pay cycle.**

Time Sheet Deadline – The deadline for all time sheets to be keyed into the HCM PeopleSoft system or to be submitted to HR for processing.

Pay Confirm – The date that the pay is finalized for that pay period. No timesheets should be keyed on this date.

Pay Period	Paper Appointment & Exception Forms Deadline	Smart Forms Deadline	Time Sheet Deadline	Pay Confirm	Pay Day
January 1-15	January 8	January 14	January 18	January 20	January 25
January 16-31	January 25	January 29	February 1	February 5	February 10
February 1-15	February 10	February 12	February 16	February 18	February 25
February 16-29	February 25	February 26	March 1	March 7	March 10
March 1-15	March 10	March 14	March 16	March 18	March 24
March 16-31	March 24	March 29	March 31	April 4	April 8
April 1-15	April 8	April 14	April 18	April 20	April 25
April 16-30	April 25	April 29	May 2	May 5	May 10
May 1-15	May 10	May 13	May 16	May 19	May 25
May 16-31	May 25	May 30	June 1	June 7	June 10
June 1-15	June 10	June 14	June 16	June 21	June 24
June 16-30	June 24	June 29	June 30	July 5	July 8

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Pay Period	Paper Appointment & Exception Forms Deadline	Smart Forms Deadline	Time Sheet Deadline	Pay Confirm	Pay Day
July 1-15	July 8	July 14	July 18	July 20	July 25
July 16-31	July 25	July 29	August 2	August 5	August 10
August 1-15	August 10	August 12	August 16	August 22	August 25
August 16-31	August 25	August 30	September 1	September 6	September 9
September 1-15	September 9	September 14	September 16	September 20	September 23
September 16-30	September 23	September 29	October 3	October 4	October 7
October 1-15	October 7	October 14	October 17	October 20	October 25
October 16-31	October 25	October 28	November 1	November 4	November 10
November 1-15	November 10	N/A	November 16	November 21	November 25
November 16-30	November 25	N/A	December 1	December 6	December 9
December 1-15	December 9	N/A	December 14	December 16	December 23
December 16-31	December 23	N/A	Jan 3, 2017	Jan 5, 2017	Jan 10, 2017