



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** by Noon	11/30/2016	Holidays: 11/11, 11/24-25
12/3/2016	12/3/2016	12/5/2016	12/14/2016	

2016 December deadline dates will be posted in November 2016 once curtailment information has been announced by Human Resources