### 2016

#### JUL

- **4th Holiday**
- **1st 11:00am:** Dept time entry closes
- **1st 11:15 am:** WTE approver deadline
- **5th:** Payroll reports available
- **6th Noon:** Payroll Edits due
- **8th:** Print and mail checks
- **11th:** Payday-Direct deposits
- **11th at noon:** Payroll FY16 ends
- **12th:** FY17 Payroll adjustments
- **20th:** Paperwork/EPAF deadline
- **26th:** Supplemental Payday
- **31st:** 11:59pm Web time entry due

#### AUG

- **1st 11:59am:** Dept time entry closes
- **1st 7:00 pm:** WTE approver deadline
- **3rd:** Payroll reports available
- **6th Noon:** Payroll Edits due
- **10th:** Print and mail checks
- **11th:** Payday-Direct deposits
- **11th, 12th, 15th, 16th:** Adjustment processing
- **19th:** Paperwork/EPAF deadline
- **26th:** Supplemental Payday
- **31st:** 11:59pm Web time entry due

#### SEP

- **5th Holiday**
- **1st 11:00am:** Dept time entry closes
- **1st Noon:** WTE approver deadline
- **2nd:** Payroll reports available
- **6th Noon:** Payroll Edits due
- **8th:** Print and mail checks
- **9th:** Payday-Direct deposits
- **9th & 12-14th:** Adjustment processing

#### OCT

- **3rd 11:59am:** Dept time entry closes
- **3rd 7:00pm:** WTE approver deadline
- **5th:** Payroll reports available
- **5th 5:00pm:** Payroll Edits due
- **7th:** Print and mail checks
- **11th:** Payday-Direct deposits
- **11th-14th:** Adjustment processing
- **20th:** Paperwork/EPAF deadline
- **26th:** Supplemental Payday
- **31th:** 11:59pm Web time entry due

#### NOV

- **8th, 11th, 24th, 25th Holiday**
- **1st 11:59am:** Dept time entry closes
- **1st 7:00 pm:** WTE approver deadline
- **3rd:** Payroll reports available
- **3rd 5:00pm:** Payroll Edits due
- **9th:** Print and mail checks
- **10th:** Payday-Direct deposits
- **10th, 14th, 16th, 17th:** Adjustment processing
- **18th:** Paperwork/EPAF deadline
- **23th:** Supplemental Payday
- **30th 11:59pm:** Web time entry due

#### DEC

- **26th Holiday**
- **1st 11:59am:** Dept time entry closes
- **1st 7:00 pm:** WTE approver deadline
- **5th:** Payroll reports available
- **6th Noon:** Payroll Edits due
- **8th:** Print and mail checks
- **9th:** Payday-Direct deposits
- **9th & 12-14th:** Adjustment processing