

**SEMI-MONTHLY PAYROLL PROCESSING SCHEDULE**  
**2016**

PAYROLL NUMBER	PAY PERIODS		PAPER WORK DUE IN PAYROLL	e-PAR Date Due in PR	DATE PAYROLL PROCESS OPENS	PAY DAY
SM 01	01/01/16 THRU 01/15/16		1/5/2016	1/8/2016	1/12/2016	1/15/2016
SM 02	01/16/16	01/31/16	1/22/2016	1/27/2016	1/29/2016	2/3/2016
SM 03	02/01/16	02/15/16	2/5/2016	2/10/2016	2/12/2016	2/18/2016
SM 04	02/16/16	02/29/16	2/22/2016	2/25/2016	2/29/2016	3/3/2016
SM 05	03/01/16	03/15/16	3/8/2016	3/11/2016	3/15/2016	3/18/2016
SM 06	03/16/16	03/31/16	3/22/2016	3/25/2016	3/29/2016	4/1/2016
SM 07	04/01/16	04/15/16	4/6/2016	4/11/2016	4/13/2016	4/18/2016
SM 08	04/16/16	04/30/16	4/21/2016	4/26/2016	4/28/2016	5/3/2016
SM 09	05/01/16	05/15/16	5/6/2016	5/11/2016	5/13/2016	5/18/2016
SM 10	05/16/16	05/31/16	5/24/2016	5/26/2016	5/31/2016	6/3/2016
SM 11	06/01/16	06/15/16	6/7/2016	6/10/2016	6/14/2016	6/17/2016
SM 12	06/16/16	06/30/16	6/20/2016	6/23/2016	6/27/2016	6/30/2016
SM 13	07/01/16	07/15/16	7/6/2016	7/11/2016	7/13/2016	7/18/2016
SM 14	07/16/16	07/31/16	7/22/2016	7/27/2016	7/29/2016	8/3/2016
SM 15	08/01/16	08/15/16	8/8/2016	8/11/2016	8/15/2016	8/18/2016
SM 16	08/16/16	08/31/16	8/23/2016	8/26/2016	8/30/2016	9/2/2016
SM 17	09/01/16	09/15/16	9/6/2016	9/9/2016	9/13/2016	9/16/2016
SM 18	09/16/16	09/30/16	9/21/2016	9/26/2016	9/28/2016	10/3/2016
SM 19	10/01/16	10/15/16	10/6/2016	10/11/2016	10/13/2016	10/18/2016
SM 20	10/16/16	10/31/16	10/24/2016	10/27/2016	10/31/2016	11/3/2016
SM 21	11/01/16	11/15/16	11/8/2016	11/11/2016	11/15/2016	11/18/2016
SM 22	11/16/16	11/30/16	11/22/2016	11/23/2016	11/29/2016	12/2/2016
SM 23	12/01/16	12/15/16	12/6/2016	12/9/2016	12/13/2016	12/16/2016
SM 24	12/16/16	12/31/16	12/19/2016	12/20/2016	12/22/2016	12/29/2016