

January 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Holiday	2
3	4 Payroll Processing SM1	5 Payroll Processing SM1	6 Payroll Processing SM1	7	8 Payday	9
10	11	12	13	14	15 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight	16
17	18 Holiday	19 Payroll Processing SM2	20 Payroll Processing SM2	21 Payroll Processing SM2	22	23
24	25 Payday	26	27	28	29 Time Sheets Due noon/Approvers 12:01 p.m.	30
31						

February 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 Superusers 10:01 a.m. - Midnight	3 Payroll Processing SM3	4 Payroll Processing SM3	5	6
7	8	9	10 Payday	11	12 Time Sheets Due noon/Approvers 12:01 p.m.	13
14	15 Holiday	16	17 Superusers 10:01 a.m. - Midnight	18 Payroll Processing SM4	19 Payroll Processing SM4	20
21	22	23	24	25 Payday	26	27
28	29 Time Sheets Due noon/Approvers 12:01 p.m.					

March 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Superusers 10:01 a.m. - Midnight	2 Payroll Processing SM5	3 Payroll Processing SM5	4	5
6	7	8	9	10 Payday	11 PTSOA's Due	12
13	14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16 Superusers 10:01 a.m. - Midnight	17 Payroll Processing SM6	18 Payroll Processing SM6	19
20	21	22	23	24	25 Payday	26
27	28	29	30	31 Time Sheets Due noon/Approvers& Superusers 12:01 p.m. - Midnight		

April 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payroll Processing SM7	2
3	4 Payroll Processing SM7	5	6	7	8 Payday	9
10	11	12	13	14	15 Time Sheets Due noon/Approvers & Superusers 12:01 p.m. - Midnight	16
17	18 Payroll Processing SM8	19 Payroll Processing SM8	20	21	22	23
24	25 Payday	26	27	28	29 Time Sheets Due noon/Approvers 12:01 p.m.	30

May 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Superusers 10:01 a.m. - Midnight	3 Payroll Processing SM9	4 Payroll Processing SM9	5	6 Spring Conference	7
8	9	10 Payday	11	12	13 Time Sheets Due noon/Approvers 12:01 p.m.	14
15	16 Superusers 10:01 a.m. - Midnight	17 Payroll Processing SM10	18 Payroll Processing SM10	19	20	21
22	23	24	25 Payday	26	27	28
29	30 Holiday	31 Time Sheets Due noon/Approvers 12:01 p.m.				

June 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Superusers 10:01 a.m. -Midnight	2 Payroll Processing SM11	3 Payroll Processing SM11	4
5	6	7	8	9	10 Payday PTSOA's due	11
12	13	14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16 Superusers 10:01 a.m. -Midnight	17 Payroll Processing SM12	18
19	20 Payroll Processing SM12	21	22	23	24 Payday College Closed	25
26	27	28	29 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight	30 Payroll Processing SM13		

July 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 College Closed	2
3	4 Holiday	5 Payroll Processing SM13	6	7	8 Payday College Closed	9
10	11	12	13	14 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight	15 College Closed	16
17	18 Payroll Processing SM14	19 Payroll Processing SM14	20	21	22 College Closed	23
24	25 Payday	26	27	28 Time Sheets Due noon/Approvers 12:01 p.m.	29 College Closed	30
31						

August 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Superusers 10:01 a.m. - Midnight	2 Payroll Processing SM15	3 Payroll Processing SM15	4	5 College Closed	6
7	8	9	10 Payday	11	12 College Closed	13
14	15 Time Sheets Due noon/Approvers 12:01 p.m.	16 Superusers 10:01 a.m. - Midnight	17 Payroll Processing SM16	18 Payroll Processing SM16	19 College Closed	20
21	22	23	24	25 Payday	26 College Closed	27
28	29	30	31 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight			

September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payroll Processing SM17	2 Payroll Processing SM17	3
4	5 Holiday	6	7	8	9 Payday PTSOA's Due	10
11	12	13	14	15 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight	16 Payroll Processing SM18	17
18	19 Payroll Processing SM18	20	21	22 Fall Inservice - College Closed	23 Payday	24
25	26	27	28	29	30 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight	

October 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Payroll Processing SM19	4 Payroll Processing SM19	5	6	7 Payday	8
9	10 Columbus Day banks are closed	11	12	13	14 Time Sheets Due noon/Approvers 12:01 p.m.	15
16	17 Superusers 10:01 a.m. - Midnight	18 Payroll Processing SM20	19 Payroll Processing SM20	20	21	22
23	24	25 Payday	26	27	28	29
30	31 Time Sheets Due noon/Approvers 12:01 p.m.					

November 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Superusers 10:01 a.m. - Midnight	2 Payroll Processing SM21	3 Payroll Processing SM21	4	5
6	7	8	9	10 Payday	11 Holiday	12
13	14	15 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight	16 Payroll Processing SM22	17 Payroll Processing SM22	18	19
20	21	22	23 Payday	24 Holiday	25 Holiday	26
27	28	29	30 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight			

December 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Payroll Processing SM23	2 Payroll Processing SM23 PTSOA's DUE	3
4	5	6	7	8	9 Payday	10
11	12	13	14	15 Time Sheets Due noon/Approvers 12:01 p.m. SuperUser deadline - Midnight	16 Payroll Processing SM24	17
18	19 Payroll Processing SM24	20	21	22 Payday	23 Holiday	24
25	26 Holiday	27 Holiday	28	29	30 Time Sheets Due noon/Approvers 12:01 p.m.	31

			Month 20xx	
Sunday	Monday	Tuesday	Wednesday	Thursday
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31	32	33
36	37	38	39	40

Friday	Saturday
6	7
13	14
20	21
27	28
34	35
41	