

**SCHEDULE OF BI-WEEKLY PAY PERIOD AND PAY DAYS  
2016 Fiscal Year**

QTR	PAY PERIOD OF MONTH	PAY PERIOD BEGINS	PAY PERIOD ENDS	DEADLINE ON APPROVAL	WORK DAYS	PAYDAY	PAY PER. OF YEAR
1	1	09/14/15	09/27/15	09/28/15	10	10/02/15	20
1	2	09/28/15	10/11/15	10/12/15	10	10/16/15	21
1	3	10/12/15	10/25/15	10/26/15	10	10/30/15	22
1	1	10/26/15	11/08/15	11/09/15	10	11/13/15	23
1	2	11/09/15	11/22/15	11/23/15	10	11/25/15	24
1	1	11/23/15	12/06/15	12/07/15	10	12/11/15	25
1	2	12/07/15	12/20/15	12/21/15	10	12/23/15	26
2	1	12/21/15	01/03/16	01/04/16	10	01/08/16	1
2	2	01/04/16	01/17/16	01/19/16	10	01/22/16	2
2	1	01/18/16	01/31/16	02/01/16	10	02/05/16	3
2	2	02/01/16	02/14/16	02/15/16	10	02/19/16	4
2	1	02/15/16	02/28/16	02/29/16	10	03/04/16	5
2	2	02/29/16	03/13/16	03/14/16	10	03/18/16	6
3	1	03/14/16	03/27/16	03/28/16	10	04/01/16	7
3	2	03/28/16	04/10/16	04/11/16	10	04/15/16	8
3	3	04/11/16	04/24/16	04/25/16	10	04/29/16	9
3	1	04/25/16	05/08/16	05/09/16	10	05/13/16	10
3	2	05/09/16	05/22/16	05/23/16	10	05/27/16	11
3	1	05/23/16	06/05/16	06/06/16	10	06/10/16	12
3	2	06/06/16	06/19/16	06/20/16	10	06/24/16	13
4	1	06/20/16	07/03/16	07/05/16	10	07/08/16	14
4	2	07/04/16	07/17/16	07/18/16	10	07/22/16	15
4	1	07/18/16	07/31/16	08/01/16	10	08/05/16	16
4	2	08/01/16	08/14/16	08/15/16	10	08/19/16	17
4	1	08/15/16	08/28/16	08/29/16	10	09/02/16	18
4	2	08/29/16	09/11/16	09/12/16	10	09/16/16	19
4	3	09/12/16	09/25/16	09/26/16	10	09/30/16	20

Timesheets must be approved by 12:00pm Monday payroll week