

**2016**  
**Classified Pay Period Schedules and Deadlines**  
**Full Time Employees**

Month	Pay Period Start	Pay Period End	Manager Timecard Approval is due by 5pm	Scheduled/2-Week Work Period (Monday-Sunday)
January	12/25/15	01/09/16	01/11/16	01/11/16 – 01/24/16
	01/10/16	01/24/16	01/26/16	01/25/16 – 02/07/16
February	01/25/16	02/09/16	02/11/16	02/08/16 – 02/21/16
	02/10/16	02/24/16	02/26/16	02/22/16 – 03/06/16
March	02/25/16	03/09/16	03/11/16	03/07/16 – 03/20/16
	03/10/16	03/24/16	03/26/16	03/21/16 – 04/03/16
April	03/25/16	04/09/16	04/11/16	04/04/16 – 04/17/16
	04/10/16	04/24/16	04/26/16	04/18/16 – 05/01/16
May	04/25/16	05/09/16	05/11/16	05/02/16 – 05/15/16
	05/10/16	05/24/16	05/26/16	05/16/16 – 05/29/16
June	05/25/16	06/09/16	06/10/16	05/30/16 – 06/12/16
	06/10/16	06/24/16	06/27/16	06/13/16 – 06/26/16
July	06/25/16	07/09/16	07/11/16	06/27/16 – 07/10/16
	07/10/16	07/24/16	07/26/16	07/11/16 – 07/24/16
August	07/25/16	08/09/16	08/11/16	07/25/16 – 08/07/16
	08/10/16	08/24/16	08/26/16	08/08/16 – 08/21/16
September	08/25/16	09/09/16	09/12/16	08/22/16 – 09/04/16
	09/10/16	09/24/16	09/26/16	09/05/16 – 09/18/16
October	09/25/16	10/09/16	10/11/16	09/19/16 – 10/02/16
	10/10/16	10/24/16	10/26/16	10/03/16 – 10/16/16
November	10/25/16	11/09/16	11/11/16	10/17/16 – 10/30/16
	11/10/16	11/24/16	11/28/16	10/31/16 – 11/13/16
December	11/25/16	12/09/16	12/12/16	11/14/16 – 11/27/16
	12/10/16	12/24/16	01/04/17	11/28/16 – 12/11/16