

**P/T EXCEPTION (NON-WEB TIME ENTRY)
MONTHLY PAYROLL SCHEDULE – 2016/2017**

Time Sheet Due Dates	Payroll Period
July 18, 2016 *	6/20/16 - 7/19/16
August 19, 2016	7/20/16 - 8/19/16
September 20, 2016	8/20/16 - 9/19/16
October 20, 2016	9/20/16 - 10/19/16
November 16, 2016 *	10/20/16 - 11/19/16
December 07, 2016 *	11/20/16 - 12/19/16
January 20, 2017	12/20/16 - 1/19/17
February 16, 2017 *	1/20/17 - 2/19/17
March 15, 2017 *	2/20/17 - 3/19/17
April 19, 2017	3/20/17 - 4/19/17
May 17, 2017 *	4/20/17 - 5/19/17
June 19, 2017	5/20/17 - 6/19/17

***Project Time**

**PART-TIME (WEB TIME ENTRY)
MONTHLY PAYROLL SCHEDULE – 2016/2017**

Month	Submittal Date (employee)	Approval Date (supervisor)
July 2016	July 18 *	July 19
August 2016	August 19	August 23
September 2016	September 20	September 21
October 2016	October 20	October 21
November 2016	November 16 *	November 17
December 2016	December 07 *	December 08
January 2017	January 20	January 23
February 2017	February 16 *	February 20
March 2017	March 15 *	March 16
April 2017	April 19	April 20
May 2017	May 17 *	May 18
June 2017	June 19	June 20

***Project Time**

***NOTE:**

PROJECT TIME - since the employee submittal deadline is before the pay period end date, you must project time. You will pre-enter hours for the days you will work after the deadline, up to the end date of the pay period. If you actually do not work that projected time, your time will be manually changed to the correct time, or, that time will be deducted from your next pay check.