



**Payroll Timesheet Due Dates  
2016-2017**

<b>Pay Cycle</b>	<b>Period Begins</b>	<b>Period Ends</b>	<b>Timesheet Deadline 4:00 p.m.</b>	<b>Pay Date</b>
July	6/1/2016	6/30/2016	7/1/2016	7/29/2016
August	7/1/2016	7/31/2016	8/3/2016	8/31/2016
September	8/1/2016	8/31/2016	9/2/2016	9/30/2016
October	9/1/2016	9/30/2016	10/3/2016	10/31/2016
November	10/1/2016	10/31/2016	11/1/2016	11/30/2016
December	11/1/2016	11/30/2016	12/1/2016	12/23/2016
January	12/1/2016	12/23/2016	12/23/2016	1/31/2017
February	1/1/2017	1/31/2017	2/1/2017	2/28/2017
March	2/1/2017	2/28/2017	3/3/2017	3/31/2017
April	3/1/2017	3/31/2017	4/3/2017	4/28/2017
May	4/1/2017	4/30/2017	5/3/2017	5/31/2017
June	5/1/2017	5/31/2017	6/2/2017	6/30/2017

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***\*\*Any timesheet received after 4:00 p.m. on the due date will be processed the following month.***