

To: Federal Work-Study and Student Payroll Employees
From: Reina Alvarez, Accountant
Date: December 30, 2015
Re: 2016 Timecard and Payroll Pay Dates

*******2016 Timecard Due Dates and Pay Dates*******

Period Covered	Timecard Approved by	Pay Date
12/16-31/2015	Monday, Jan. 4, 2016	Friday, Jan. 8, 2016
01/01-15/2016	Tuesday, Jan. 19, 2016	Tuesday, Jan. 26, 2016
01/16-31/2016	Monday, Feb. 1, 2016	Wednesday, Feb. 10, 2016
02/01-15/2016	Tuesday, Feb. 16, 2016	Friday, Feb. 26, 2016
02/16-28/2016	Tuesday, March 1, 2016	Thursday, Mar. 10, 2016
03/01-15/2016	Wednesday, March 16, 2016	Friday, Mar. 25, 2016
03/16-31/2016	Friday, April 1, 2016	Friday, April 8, 2016
04/01-15/2016	Monday, April 18, 2016	Tuesday, April 26, 2016
04/16-30/2016	Monday, May 2, 2016	Tuesday, May 10, 2016
05/01-15/2016	Monday, May 16, 2016	Thursday, May 26, 2016
05/16-31/2016	Wednesday, June 1, 2016	Friday, June 10, 2016
06/01-15/2016	Thursday, June 16, 2016	Friday, June 24, 2016
06/16-30/2016	Friday, July 1, 2016	Friday, July 8, 2016
07/01-15/2016	Monday, July 18, 2016	Tuesday, July 26, 2016
07/16-31/2016	Monday, Aug. 1, 2016	Wednesday, Aug. 10, 2016
08/01-15/2016	Tuesday, Aug. 16, 2016	Friday, Aug. 26, 2016
08/16-31/2016	Thursday, Sept. 1, 2016	Friday, Sept. 9, 2016
09/01-15/2016	Friday, Sept. 16, 2016	Monday, Sept. 26, 2016
09/16-30/2016	Monday, Oct. 3, 2016	Friday, Oct. 7, 2016
10/01-15/2016	Monday, Oct. 17, 2016	Wednesday, Oct. 26, 2016
10/16-31/2016	Tuesday, Nov. 1, 2016	Thursday, Nov. 10, 2016
11/01-15/2016	Wednesday, Nov. 16, 2016	Wednesday, Nov. 23, 2016
11/16-30/2016	Thursday, Dec. 1, 2016	Friday, Dec. 9, 2016
12/01-15/2016	Friday, Dec. 16, 2016	Friday, Dec 23, 2016 *
12/16-31/2016	Monday, Jan. 2, 2017	Tuesday, Jan. 10, 2017

*Tentative date

Processing Rules:

1. Regularly check your Paycom timecard. Contact your supervisor for any missing punches.
2. Timecards should be complete and approved by the due date.

Please Note: Failure to follow the processing rules and the time table listed above may result in disciplinary action.