



2015 Bi-Weekly Payroll Calendar and Web Time Entry Due Dates for Hourly Temporary Employees



PAY #	MONTH	WORK PERIOD START DATE	WORK PERIOD END DATE	EMPLOYEES TIMESHEET DUE DATE	EMPLOYEES CUT-OFF TIME	SUPERVISORS TIMESHEET DUE DATE	SUPERVISORS CUT-OFF TIME	PAY DATE
1	Dec '14	12/15/14	12/28/14	12/29/14	5:00 PM	12/30/14	12:00 NOON	1/9/15
2	JAN	12/29/14	1/11/15	1/12/15	5:00 PM	1/13/15	12:00 NOON	1/23/15
3		1/12/15	1/25/15	1/26/15	5:00 PM	1/27/15	12:00 NOON	2/6/15
4	FEB	1/26/15	2/8/15	2/9/15	5:00 PM	2/10/15	12:00 NOON	2/20/15
5		2/9/15	2/22/15	2/23/15	5:00 PM	2/24/15	12:00 NOON	3/6/15
6	MAR	2/23/15	3/8/15	3/9/15	5:00 PM	3/10/15	12:00 NOON	3/20/15
7		3/9/15	3/22/15	3/23/15	5:00 PM	3/24/15	12:00 NOON	4/2/15
8	APR	3/23/15	4/5/15	4/6/15	5:00 PM	4/7/15	12:00 NOON	4/17/15
9		4/6/15	4/19/15	4/20/15	5:00 PM	4/21/15	12:00 NOON	5/1/15
10	MAY	4/20/15	5/3/15	5/4/15	5:00 PM	5/5/15	12:00 NOON	5/15/15
11		5/4/15	5/17/15	5/18/15	5:00 PM	5/19/15	12:00 NOON	5/29/15
12	JUNE	5/18/15	5/31/15	6/1/15	5:00 PM	6/2/15	12:00 NOON	6/12/15
13		6/1/15	6/14/15	6/15/15	5:00 PM	6/16/15	12:00 NOON	6/26/15
14		6/15/15	6/28/15	6/29/15	5:00 PM	6/30/15	12:00 NOON	7/10/15
15	JULY	6/29/15	7/12/15	7/13/15	5:00 PM	7/14/15	12:00 NOON	7/24/15
16		7/13/15	7/26/15	7/27/15	5:00 PM	7/28/15	12:00 NOON	8/7/15
17	AUG	7/27/15	8/9/15	8/10/15	5:00 PM	8/11/15	12:00 NOON	8/21/15
18		8/10/15	8/23/15	8/24/15	5:00 PM	8/25/15	12:00 NOON	9/4/15
19	SEP	8/24/15	9/6/15	9/7/15	5:00 PM	9/8/15	12:00 NOON	9/18/15
20		9/7/15	9/20/15	9/21/15	5:00 PM	9/22/15	12:00 NOON	10/2/15
21	OCT	9/21/15	10/4/15	10/5/15	5:00 PM	10/6/15	12:00 NOON	10/16/15
22		10/5/15	10/18/15	10/19/15	5:00 PM	10/20/15	12:00 NOON	10/30/15
23	NOV	10/19/15	11/1/15	11/2/15	5:00 PM	11/3/15	12:00 NOON	11/13/15
24		11/2/15	11/15/15	11/16/15	5:00 PM	11/17/15	12:00 NOON	11/25/15
25	DEC	11/16/15	11/29/15	11/30/15	5:00 PM	12/1/15	12:00 NOON	12/11/15
26		11/30/15	12/13/15	12/14/15	5:00 PM	12/15/15	12:00 NOON	12/22/15

Important: Hourly Temporary Employees must submit time sheet **no later** than the Time Entry Due Date and Cut-Off Time. Supervisors must approve time sheet **no later** than the Time Entry Due Date and Cut-Off Time. Time Entry Due Dates, Cut-Off Times, and Pay Date(s) are subject to change.

REVISED 10/28/14