



2016 Bi-weekly Payroll Calendar and Timesheet Deadlines for Hourly Temporary Employees



BW #	Month	Bi-weekly Work Period		Timesheet deadline		Approval deadline		Pay date
		Start date	End date					
1	Dec '15	12/14/2015	12/27/2015	12/28/2015	5pm	12/29/2015	Noon	8-Jan
2	JAN	12/28/2015	1/10/2016	1/11/2016	5pm	1/12/2016	Noon	22-Jan
3		1/11/2016	1/24/2016	1/25/2016	5pm	1/26/2016	Noon	5-Feb
4	FEB	1/25/2016	2/7/2016	2/8/2016	5pm	2/9/2016	Noon	19-Feb
5		2/8/2016	2/21/2016	2/22/2016	5pm	2/23/2016	Noon	4-Mar
6	MAR	2/22/2016	3/6/2016	3/7/2016	5pm	3/8/2016	Noon	18-Mar
7		3/7/2016	3/20/2016	3/21/2016	5pm	3/22/2016	Noon	1-Apr
8	APR	3/21/2016	4/3/2016	4/4/2016	5pm	4/5/2016	Noon	15-Apr
9		4/4/2016	4/17/2016	4/18/2016	5pm	4/19/2016	Noon	29-Apr
10	MAY	4/18/2016	5/1/2016	5/2/2016	5pm	5/3/2016	Noon	13-May
11		5/2/2016	5/15/2016	5/16/2016	5pm	5/17/2016	Noon	27-May
12		5/16/2016	5/29/2016	5/30/2016	5pm	5/31/2016	Noon	10-Jun
13	JUNE	5/30/2016	6/12/2016	6/13/2016	5pm	6/14/2016	Noon	24-Jun
14		6/13/2016	6/26/2016	6/27/2016	5pm	6/28/2016	Noon	8-Jul
15	JULY	6/27/2016	7/10/2016	7/11/2016	5pm	7/12/2016	Noon	22-Jul
16		7/11/2016	7/24/2016	7/25/2016	5pm	7/26/2016	Noon	5-Aug
17	AUG	7/25/2016	8/7/2016	8/8/2016	5pm	8/9/2016	Noon	19-Aug
18		8/8/2016	8/21/2016	8/22/2016	5pm	8/23/2016	Noon	2-Sep
19	SEP	8/22/2016	9/4/2016	9/5/2016	5pm	9/6/2016	Noon	16-Sep
20		9/5/2016	9/18/2016	9/19/2016	5pm	9/20/2016	Noon	30-Sep
21	OCT	9/19/2016	10/2/2016	10/3/2016	5pm	10/4/2016	Noon	14-Oct
22		10/3/2016	10/16/2016	10/17/2016	5pm	10/18/2016	Noon	28-Oct
23		10/17/2016	10/30/2016	10/31/2016	5pm	11/1/2016	Noon	10-Nov
24	NOV	10/31/2016	11/13/2016	11/14/2016	5pm	11/15/2016	Noon	23-Nov
25		11/14/2016	11/27/2016	11/28/2016	5pm	11/29/2016	Noon	9-Dec
26	DEC	11/28/2016	12/11/2016	12/12/2016	5pm	12/13/2016	Noon	23-Dec

Important: Hourly Employees will not have access to their timesheets after the timesheet deadline. Hourly employees will need to submit a late timesheet (found here: <https://payroll.unca.edu/forms>) if they fail to open their timesheets before the end of the pay period. Timesheet deadlines and Approval deadlines are subject to change.