



# Spring 2016 Time Sheet Submission Schedule

Pay Period		Submission Deadline	Pay Day
01/02/16	01/15/16	01/14/16* @ 12 PM	01/22/16
01/16/16	01/29/16	01/29/16 @ 12 PM	02/05/16
01/30/16	02/12/16	02/12/16 @ 12 PM	02/19/16
02/13/16	02/26/16	02/26/16 @ 12 PM	03/04/16
02/27/16	03/11/16	03/11/16 @ 12 PM	03/18/16
03/12/16	03/25/16	03/25/16 @ 12 PM	04/01/16
03/26/16	04/08/16	04/08/16 @ 12 PM	04/15/16
04/09/16	04/22/16	04/22/16 @ 12 PM	04/29/16
04/23/16	05/06/16	05/06/16 @ 12 PM	05/13/16

\* Deadline revised due to Martin Luther King Jr. Holiday