

**2015-2016 BI-WEEKLY PAYROLL SCHEDULE
(For CU Support Staff, Casual and VHO Employees)**

TIMESHEETS ARE DUE BY 11:00AM ON THE DUE DATES

Timesheets received after 11:00am will be processed for the following pay cycle.

PAYROLL #	PERIOD COVERED	TIMESHEET DUE DATE	PAY DATE	OVERTIME PAY DATE
1	06/15/15 - 06/28/15	06/29/15	07/02/15 (Thurs)	07/17/15
2	06/29/15 - 07/12/15	07/13/15	07/17/15	07/31/15
3	07/13/15 - 07/26/15	07/27/15	07/31/15	08/14/15
4	07/27/15 - 08/09/15	08/10/15	08/14/15	08/28/15
5	08/10/15 - 08/23/15	08/24/15	08/28/15	09/11/15
6	08/24/15 - 09/06/15	09/04/15	09/11/15	09/25/15
7	09/07/15 - 09/20/15	09/21/15	09/25/15	10/09/15
8	09/21/15 - 10/04/15	10/05/15	10/09/15	10/23/15
9	10/05/15 - 10/18/15	10/19/15	10/23/15	11/06/15
10	10/19/15 - 11/01/15	11/02/15	11/06/15	11/20/15
11	11/02/15 - 11/15/15	11/16/15	11/20/15	12/04/15
12	11/16/15 - 11/29/15	11/30/15	12/04/15	12/18/15
13	11/30/15 - 12/13/15	12/14/15	12/18/15	12/30/15 (Wed)
14	12/14/15 - 12/27/15	12/28/15	12/30/15 (Wed)	01/15/16
15	12/28/15 - 01/10/16	01/11/16	01/15/16	01/29/16
16	01/11/16 - 01/24/16	01/25/16	01/29/16	02/12/16
17	01/25/16 - 02/07/16	02/08/16	02/12/16	02/26/16
18	02/08/16 - 02/21/16	02/22/16	02/26/16	03/11/16
19	02/22/16 - 03/06/16	03/07/16	03/11/16	03/25/16
20	03/07/16 - 03/20/16	03/21/16	03/25/16	04/08/16
21	03/21/16 - 04/03/16	04/04/16	04/08/16	04/22/16
22	04/04/16 - 04/17/16	04/18/16	04/22/16	05/06/16
23	04/18/16 - 05/01/16	05/02/16	05/06/16	05/20/16
24	05/02/16 - 05/15/16	05/16/16	05/20/16	06/03/16
25	05/16/16 - 05/29/16	5/27/2016 (Fri)	06/03/16	06/17/16
26	05/30/16 - 06/12/16	06/13/16	06/17/16	07/01/16

TIMESHEETS MUST BE ORIGINALS SIGNED BY YOU AND YOUR SUPERVISOR AND ALL LUNCH BREAKS AND TIME OFF MUST BE PROPERLY REFLECTED AND CODED. NO EXCEPTIONS!