

### FY'16 Non-Exempt Personnel Action Deadline and Payroll Calendar

Personnel Transactions are due to HR within three working days of the effective date of the transaction or by the established ePAR deadline, whichever comes first.

Note: In order for Personnel Actions to meet established deadlines, required supporting documentation must also be received by HR on or before the deadline.

Non-Exempt PAR Deadline	Beginning of Pay Period	End of Pay Period	Non-Exempt Lockout	TimeNet Close Out	Non-Exempt Pay Day	Benefit Deduction	Holidays During Pay Period
<b>July 2015 through December 2015</b>							
06/30/15	06/21/15	07/04/15	07/07/15	07/06/15	07/10/15	1st	Independence Day - 07/03/15
07/14/15	07/05/15	07/18/15	07/21/15	07/20/15	07/24/15	2nd	
07/28/15	07/19/15	08/01/15	08/04/15	08/03/15	08/07/15	1st	
08/11/15	08/02/15	08/15/15	08/18/15	08/17/15	08/21/15	2nd	
08/25/15	08/16/15	08/29/15	09/01/15	08/31/15	09/04/15	n/a	
09/08/15	08/30/15	09/12/15	09/15/15	09/14/15	09/18/15	1st	Labor Day - 09/07/15
09/22/15	09/13/15	09/26/15	09/29/15	09/28/15	10/02/15	2nd	
10/06/15	09/27/15	10/10/15	10/13/15	10/12/15	10/16/15	1st	
10/20/15	10/11/15	10/24/15	10/27/15	10/26/15	10/30/15	2nd	
11/03/15	10/25/15	11/07/15	11/10/15	11/09/15	11/13/15	1st	
11/17/15	11/08/15	11/21/15	11/22/15	11/22/15*	11/25/15	2nd	
12/01/15	11/22/15	12/05/15	12/08/15	12/07/15	12/11/15	1st	Thanksgiving Holiday - 11/26/15 & 11/27/15
12/15/15	12/06/15	12/19/15	12/20/15	12/20/15*	12/23/15	2nd	
<b>January 2016 through June 2016</b>							
12/29/15	12/20/15	01/02/16	01/05/16	01/04/16	01/08/16	1st	Christmas Holiday - 12/24/15 & 12/25/15 New Years Day Holiday - 01/01/16
01/12/16	01/03/16	01/16/16	01/19/16	01/18/16	01/22/16	2nd	
01/26/16	01/17/16	01/30/16	02/02/16	02/01/16	02/05/16	1st	Martin Luther King, Jr. Day - 01/18/16
02/09/16	01/31/16	02/13/16	02/16/16	02/15/16	02/19/16	2nd	
02/23/16	02/14/16	02/27/16	03/01/16	02/29/16	03/04/16	n/a	
03/08/16	02/28/16	03/12/16	03/15/16	03/14/16	03/18/16	1st	
03/22/16	03/13/16	03/26/16	03/29/16	03/28/16	04/01/16	2nd	
04/05/16	03/27/16	04/09/16	04/12/16	04/11/16	04/15/16	1st	
04/19/16	04/10/16	04/23/16	04/26/16	04/25/16	04/29/16	2nd	
05/03/16	04/24/16	05/07/16	05/10/16	05/09/16	05/13/16	1st	
05/17/16	05/08/16	05/21/16	05/24/16	05/23/16	05/27/16	2nd	
05/31/16	05/22/16	06/04/16	06/07/16	06/06/16	06/10/16	1st	Memorial Day - 05/30/16
06/14/16	06/05/16	06/18/16	06/21/16	06/20/16	06/24/16	2nd	
<b>July 2016 (FY'17)</b>							
06/28/16	06/19/16	07/02/16	07/05/16	07/04/16	07/08/16	1st	Independence Day - 07/04/16
07/12/16	07/03/16	07/16/16	07/19/16	07/18/16	07/22/16	2nd	

\* TimeNet Close Out for biweekly employees must be completed by noon on these dates.