

EASTERN KENTUCKY UNIVERSITY 2016-2017 PAYROLL CALENDAR

JULY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					BW ★★ 1	2
3	H 4	5	6	7	8	9
10	11	12	13	14	BW SM 15	16
17	18	19	20	21	22	23
24	25	26	27	28	BW SM 29	30
31	NOTE: Due to end of Fiscal Year, time cards/sheets are due in Payroll 12 NOON THURS, June 30, 2016 (pay period 6/19/16 - 7/2/16). This includes submission and approval of all web time. Late submission will be paid with next available payroll.					

AUGUST 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	BW 12	13
14	SM ★ 15	16	17	18	19	20
21	22	23	24	25	BW 26	27
28	29	30	SM 31			

SEPTEMBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	H 5	6	7	8	BW 9	10
11	12	13	14	SM 15	16	17
18	19	20	21	22	BW 23	24
25	26	27	28	29	SM 30	

OCTOBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	BW ★★ 7	8
9	10	11	12	13	SM 14	15
16	H 17	H 18	19	20	BW 21	22
23	24	25	26	27	28	29
30	SM 31	NOTE: Due to the Fall Holiday, time cards/sheets are due in Payroll OCT 7, (pay period 9/25/16 - 10/8/16). This includes submission and approval of all web time. Late submission will be paid with next available payroll.				

NOVEMBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	BW 4	5
6	7	H 8	9	10	11	12
13	14	SM 15	16	17	BW ★★ 18	19
20	21	22	23	H 24	H 25	26
27	28	29	SM 30			
NOTE: Due to the Thanksgiving Holidays, time cards/sheets are due in Payroll 12 NOON FRI, NOV 18, 2016 (pay period 11/6/16 - 11/19/16). This includes submission and approval of all web time. Late submission will be paid with next available payroll.						

DECEMBER 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	BW 2	3
4	5	6	7	8	9	10
11	12	13	14	SM 15	BW ★★ 16	17
18	19	20	21	H 22	H 23	24
25	H 26	H 27	H 28	H 29	BW SM 30	31
NOTE: Due to the Christmas Holidays, time cards/sheets are due in Payroll 12 NOON FRIDAY, DEC 16, 2016 (pay period 12/4/16-12/17/16). This includes submission and approval of all web time. Late submission will be paid with next available payroll.						

- BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt/Hourly Employees
 SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees
 Note: Pay requests are due on or before Semi-Monthly Pay Dates (SM) to guarantee payment on the following SM pay date.
 ★★ Early submission of time cards

- : Date time cards due in Payroll indicated by screen inside date
 □ : End of Bi-Weekly Pay Period indicated by white block around date
 H : Holidays (Subject to Presidential approval)
 ★ Faculty pay dates
 Note: First pay: August 15, 2016; Last pay: May 31, 2017

EKU EKU days –
 Gift of time from the President
 - report on time cards as EKU

First scheduled pay for Part-time Faculty and Graduate Assistant:
 --August 31, 2016
 --January 31, 2017

These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates.

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JANUARY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 BW SM	7
8	9	10	11	12	13	14
15	H	16	17	18	19	20
22	23	24	25	26	27 BW	28
29	30	31 SM				

FEBRUARY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 BW	11
12	13	14	15 SM	16	17	18
19	20	21	22	23	24 BW	25
26	27	28 SM				

MARCH 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10 BW	11
12	13	14	15 SM	16	17	18
19	20	21	22	23	24 BW	25
26	27	28	29	30	31 SM	

APRIL 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 BW	8
9	10	11	12	13	14 SM	15
16	17	18	19	20	21 BW	22
23	24	25	26	27	28 SM	29
30						

MAY 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					4 BW	5
7	8	9	10	11	12	13
14	15 SM	16	17	18	19 BW	20
21	22	23	24	25	26	27
28	H	29	30	31 SM ★		

JUNE 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					4 BW	5
7	8	9	10	11	12	13
14	15	16	17	18 SM	19 BW	20
21	22	23	24	25	26	27
28	29	30	31 BW SM			

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