



Appendix B
Payroll Shared Services
Calendar Year 2016 Payroll Calendar

Pay Date	Payroll Confirm Date	Preliminary Transaction Submission (Due by 2pm)	Transaction Final Deadline (Due by noon)
July 15, 2016	July 11, 2016	July 06, 2016	July 08, 2016
July 29, 2016	July 25, 2016	July 20, 2016	July 22, 2016
August 15, 2016	August 09, 2016	August 04, 2016	August 08, 2016
August 31, 2016	August 25, 2016	August 22, 2016	August 24, 2016
September 15, 2016	September 09, 2016	September 06, 2016	September 08, 2016
September 30, 2016	September 26, 2016	September 21, 2016	September 23, 2016
October 14, 2016	October 07, 2016	October 04, 2016	October 06, 2016
October 31, 2016	October 25, 2016	October 20, 2016	October 24, 2016
November 15, 2016	November 8, 2016	November 03, 2016	November 07, 2016
November 30, 2016	November 22, 2016	November 17, 2016	November 21, 2016
December 15, 2016	December 09, 2016	December 06, 2016	December 08, 2016
December 30, 2016	December 22, 2016	December 19, 2016	December 21, 2016