



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)
January 15, 2016	January 11, 2016	January 06, 2016	January 08, 2016
January 29, 2016	January 25, 2016	January 20, 2016	January 22, 2016
February 12, 2016	February 08, 2016	February 04, 2016	February 08, 2016
February 29, 2016	February 23, 2016	February 18, 2016	February 22, 2016
March 15, 2016	March 09, 2016	March 04, 2016	March 08, 2016
March 31, 2016	March 25, 2016	March 22, 2016	March 24, 2016
April 15, 2016	April 11, 2016	April 06, 2016	April 08, 2016
April 29, 2016	April 22, 2016	April 19, 2016	April 21, 2016
May 13, 2016	May 09, 2016	May 04, 2016	May 06, 2016
May 31, 2016	May 24, 2016	May 19, 2016	May 23, 2016
June 15, 2016	June 09, 2016	June 06, 2016	June 08, 2016
June 30, 2016	June 24, 2016	June 21, 2016	June 23, 2016