

## 2016 MONTHLY PAYROLL SCHEDULE

**Below is a schedule of pay periods and time sheet due dates for the year 2016. Please turn in your timesheets by the Due Dates below to Stacey Fong in 5121F Engineering V. Thank you.**

### MONTHLY PAYROLL

DUE DATES	PAY PERIODS	PAYDAYS
Friday, January 15, 2016	01/01/16 – 01/31/16	Monday, February 1, 2016
Friday, February 12, 2016	02/01/16 – 02/29/16	Tuesday, March 1, 2016
Friday, March 11, 2016	03/01/16 – 03/31/16	Friday, April 1, 2016
Friday, April 15, 2016	04/01/16 – 04/30/16	Friday, April 29, 2016
Friday, May 13, 2016	05/01/16 – 05/31/16	Wednesday, June 1, 2016
Friday, June 17, 2016	06/01/16 – 06/30/16	Friday, July 1, 2016
Friday, July 15, 2016	07/01/16 – 07/31/16	Monday, August 1, 2016
Friday, August 12, 2016	08/01/16 – 08/31/16	Thursday, September 1, 2016
Friday, September 16, 2016	09/01/16 – 09/30/16	Friday, September 30, 2016
Friday, October 14, 2016	10/01/16 – 10/31/16	Tuesday, November 1, 2016
Friday, November 11, 2016	11/01/16 – 11/30/16	Thursday, December 1, 2016
Friday, December 9, 2016	12/01/16 – 12/31/16	Tuesday, January 3, 2017

### HOLIDAYS

Martin Luther King Jr., Day	Monday, January 18, 2016
President's Day	Monday, February 15, 2016
Cesar Chavez Holiday	Friday, March 25, 2016
Memorial Day	Monday, May 30, 2016
Independence Day	Monday, July 4, 2016
Labor Day	Monday, September 5, 2016
Veterans Day	Friday, November 11, 2016
Thanksgiving	Thursday and Friday, November 24-25, 2016
Christmas	Friday, December 23, Monday, December 26, 2016
New Year's	Friday, Dec. 30, 2016 Monday, January 2, 2017
Winter Campus Closure (Tentative)	December 27-29, 2016