

**Classified/CMS
Semi-Monthly Payroll Calendar
Banner Web-Time Entry
2016-2017**

Calendar Year (W2)	Fiscal Year	Pay Cycle	Payroll Period Begin Date	Payroll Period End Date	Time Sheet Due Date (Employee)	Time Sheet Due Date (Approved by Supervisor)	Pay Date
2016	2016	14	07/01/16	07/15/16	07/13/16	07/14/16	07/25/16
		15	07/16/16	07/30/16	07/28/16	07/29/16	08/10/16
		16	08/01/16	08/15/16	08/15/16	08/16/16	08/25/16
		17	08/16/16	08/31/16	08/29/16	08/30/16	09/09/16
		18	09/01/16	09/15/16	09/13/16	09/14/16	09/23/16
		19	09/16/16	09/30/16	09/28/16	09/29/16	10/10/16
		20	10/01/16	10/15/16	10/13/16	10/14/16	10/25/16
		21	10/16/16	10/31/16	10/31/16	11/01/16	11/10/16
		22	11/01/16	11/15/16	11/10/16	11/14/16	11/23/16
		23	11/16/16	11/30/16	11/29/16	11/30/16	12/09/16
		24	12/01/16	12/15/16	12/13/16	12/14/16	12/23/16
		2017	2017	1	12/16/16	12/31/16	12/20/16
2	01/01/17			01/15/17	01/12/17	01/13/17	01/25/17
3	01/15/17			01/31/17	01/31/17	02/01/17	02/10/17
4	02/01/17			02/15/17	02/10/17	02/13/17	02/24/17
5	02/16/17			02/28/17	02/28/17	03/01/17	03/10/17
6	03/01/17			03/15/17	03/14/17	03/15/17	03/24/17
7	03/16/17			03/31/17	03/29/17	03/30/17	04/10/17
8	04/01/17			04/15/17	04/13/17	04/14/17	04/25/17
9	04/16/17			04/30/17	04/28/17	05/01/17	05/10/17
10	05/01/17			05/15/17	05/15/17	05/16/17	05/25/17
11	05/16/17			05/31/17	05/30/17	05/31/17	06/09/17
12	06/01/17			06/15/17	06/13/17	06/14/17	06/23/17
13	06/16/17			06/30/17	06/27/17	06/28/17	07/10/17

Pay cycles and Pay Dates

1st - 15th are paid on the *25th

16th - 30th/31st are paid on the *10th

Time Sheets Completed and Submitted by Employee

1st - 15th submitted for approval - Approx. 15th (See above-most due dates are earlier due to holidays/weekends)

16th - 30th/31st submitted for approval - Approx. 30th (See above-most due dates are earlier due to holidays/weekends)

Time sheets Approved by Supervisors

1st - 15th Approved - Approx. 16th (See above-most due dates are earlier due to holidays/weekends)

16th - 30th/31st Approved - No later than the 30th/31st (See above-most due dates are earlier due to holidays/weekends)

Please Note: It is very important to have your time sheets submitted/approved by the due dates...
After the due date, the time sheet closes to allow time for payroll processing