

PAYROLL SCHEDULE For all PSR employees - exempt and non-exempt

for period from July 1, 2015 - June 30, 2016

Payroll Period Covered by this Paycheck	Time Sheet/Absence Reports to Business Office by 5:00 PM	Pay Date		
Jun 16 - Jun 30, 2015	June 30, 2015	10-Jul		
Jul 1 - Jul 15	15-Jul	24-Jul		
Jul 16 - Jul 31	31-Jul	10-Aug		
Aug 1 - Aug 15	14-Aug	26-Aug		
Aug 16 - Aug 31	31-Aug	10-Sep		
Sept 1 - Sept 15	15-Sep	25-Sep		
Sept 16 - Sept 30	30-Sep	9-Oct		
Oct 1 - Oct 15	15-Oct	26-Oct		
Oct 16 - Oct 31	30-Oct	10-Nov		
Nov 1 - Nov 15	16-Nov	25-Nov		
Nov 16 - Nov 30	30-Nov	10-Dec		
Dec 1 - Dec 15	11-Dec	18-Dec	Early due to long holiday closure	
Dec 16 - Dec 31	18-Dec	8-Jan	Early due to long holiday closure	
Jan 1 - Jan 15, 2016	15-Jan	26-Jan		
Jan 16 - Jan 31	29-Jan	10-Feb		
Feb 1 - Feb 15	16-Feb	26-Feb		
Feb 16 - Feb 29	29-Feb	10-Mar		
Mar 1 - Mar 15	15-Mar	24-Mar		
Mar 16 - Mar 31	31-Mar	8-Apr	Early due to holiday	
Apr 1 - Apr 15	15-Apr	26-Apr		
Apr 16 - Apr 30	29-Apr	10-May		
May 1 - May 15	16-May	26-May		
May 16 - May 31	31-May	10-Jun		
Jun 1 - Jun 15	15-Jun	24-Jun		
Jun 16 - Jun 30	30-Jun	8-Jul		
Time sheets are generally due the 15th and the last business day of the month.				
However, there are some exceptions depending on whether those days fall on a weekend or a holiday.				