

# EASTERN KENTUCKY UNIVERSITY 2015-2016 PAYROLL CALENDAR

## JULY 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	<b>H</b> <b>BW</b> ★★ 3	4
5	6	7	8	9	10	11
12	13	14	<b>SM</b>	15	<b>BW</b>	18
19	20	21	22	23	24	25
26	27	28	29	30	<b>BW</b> <b>SM</b> 31	

NOTE: Due to end of Fiscal Year, time cards/sheets are due in Payroll 12 NOON THURS, July 2, 2015 (pay period 6/21/15 - 7/4/15). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

## AUGUST 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	<b>BW</b> <b>SM</b> ★ 14	15
16	17	18	19	20	21	22
23	24	25	26	27	<b>BW</b>	29
30	<b>SM</b>	31				

## SEPTEMBER 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	<b>H</b>	7	8	9	<b>BW</b>	12
13	14	<b>SM</b>	15	16	17	18
20	21	22	23	24	<b>BW</b>	26
27	28	29	<b>SM</b>	30		

## OCTOBER 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	<b>BW</b> ★★ 9	10
11	<b>H</b>	12	<b>H</b>	13	14	15
18	19	20	21	22	<b>BW</b>	24
25	26	27	28	29	<b>SM</b>	31

NOTE: Due to the Fall Holiday, time cards/sheets are due in Payroll OCT 9, (pay period 9/27/15 - 10/10/15). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

## NOVEMBER 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	<b>BW</b>	7
8	9	10	11	12	<b>SM</b>	14
15	16	17	18	19	<b>BW</b> ★★ 20	21
22	23	24	25	<b>H</b>	<b>H</b>	28
29	<b>SM</b>	30				

NOTE: Due to the Thanksgiving Holidays, time cards/sheets are due in Payroll 12 NOON FRI, NOV 20, 2015 (pay period 11/8/15 - 11/21/15). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

## DECEMBER 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	<b>BW</b>	5
6	7	8	9	10	11	12
13	14	<b>SM</b>	15	16	<b>BW</b> ★★ 18	19
20	21	22	23	<b>H</b>	<b>H</b>	26
27	<b>H</b>	28	<b>H</b>	29	<b>H</b>	31

NOTE: Due to the Christmas Holidays, time cards/sheets are due in Payroll 12 NOON FRIDAY, DEC 18, 2015 (pay period 12/06/15-12/19/15). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

**BW:** Bi-Weekly Pay Dates (Check Distribution)  
Non-Exempt/Hourly Employees  
**SM:** Semi-Monthly Pay Dates (Check Distribution)  
Exempt/Salaried Employees  
Note: Pay requests are due on or before Semi-Monthly Pay Dates (SM) to guarantee payment on the following SM pay date.  
★★ Early submission of time cards

■ : Date time cards due in Payroll indicated by screen inside date  
□ : End of Bi-Weekly Pay Period indicated by white block around date  
**H** : Holidays (Subject to Presidential approval)  
★ Faculty pay dates  
Note: First pay: August 14, 2015;  
Last pay: May 31, 2016



EKU days –  
Gift of time from the President  
- report on time cards as EKU

First scheduled pay for part-time faculty: First scheduled pay for Graduate Assistant:  
--August 31, 2015  
--January 29, 2016

These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates.

# EASTERN KENTUCKY UNIVERSITY 2015-2016 PAYROLL CALENDAR

## JANUARY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					BW H 1	2
3	4	5	6	7	8	9
10	11	12	13	14	BW SM 15	16
17	H 18	19	20	21	22	23
24	25	26	27	28	BW SM 29	30
31						

## FEBRUARY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	BW 12	13
14	SM 15	16	17	18	19	20
21	22	23	24	25	BW 26	27
28	SM 29					

## MARCH 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	BW 11	12
13	14	SM 15	16	17	18	19
20	21	22	23	24	BW 25	26
27	28	29	30	SM 31		

## APRIL 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	BW 8	9
10	11	12	13	14	SM 15	16
17	18	19	20	21	BW 22	23
24	25	26	27	28	SM 29	30

## MAY 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	BW 6	7
8	9	10	11	12	SM 13	14
15	16	17	18	19	BW 20	21
22	23	24	25	26	27	28
29	H 30	SM ★ 31				

## JUNE 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	BW 3	4
5	6	7	8	9	10	11
12	13	14	SM 15	16	BW 17	18
19	20	21	22	23	24	25
26	27	28	29	SM 30		

BW: Bi-Weekly Pay Dates (Check Distribution)  
Non-Exempt/Hourly Employees  
SM: Semi-Monthly Pay Dates (Check Distribution)  
Exempt/Salaried Employees  
Note: Pay requests are due on or before  
Semi-Monthly Pay Dates (SM) to guarantee  
payment on the following SM pay date.  
★★ Early submission of time cards

■ : Date time cards due in Payroll indicated by  
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