

# EASTERN KENTUCKY UNIVERSITY 2015-2016 PAYROLL CALENDAR

## JULY 2015

| Sunday  | Monday | Tuesday | Wednesday | Thursday | Friday                        | Saturday |
|---|--------|---------|-----------|----------|-------------------------------|----------|
|   |        |         | 1         | 2        | <b>H</b><br><b>BW</b><br>★★ 3 | 4        |
| 5   | 6      | 7       | 8         | 9        | 10                            | 11       |
| 12  | 13     | 14      | <b>SM</b> | 16       | <b>BW</b>                     | 18       |
| 19  | 20     | 21      | 22        | 23       | 24                            | 25       |
| 26  | 27     | 28      | 29        | 30       | <b>BW</b><br><b>SM</b>        | 31       |
| <p><b>NOTE:</b> 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.</p> |        |         |           |          |                               |          |

## 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><br><b>SM</b><br>★ 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        | 10        | <b>BW</b> |
| 13     | 14       | <b>SM</b> | 16        | 17       | 18        | 19        |
| 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><br>★★ 9 | 10        |
| 11   | <b>H</b> | 12      | <b>H</b>  | 13       | 14                | <b>SM</b> |
| 18   | 19       | 20      | 21        | 22       | <b>BW</b>         | 24        |
| 25   | 26       | 27      | 28        | 29       | <b>SM</b>         | 31        |
| <p><b>NOTE:</b> 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.</p> |          |         |           |          |                   |           |

## 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><br>★★ 20 | 21       |
| 22   | 23        | 24      | 25        | <b>H</b> | 26                 | <b>H</b> |
| 29   | <b>SM</b> | 30      |           |          |                    |          |
| <p><b>NOTE:</b> 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.</p> |           |         |           |          |                    |          |

## 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> | 16        | 17        | <b>BW</b><br>★★ 18 | 19       |
| 20  | 21       | 22        | 23        | <b>H</b>  | 24                 | <b>H</b> |
| 27  | <b>H</b> | 28        | <b>H</b>  | 29        | <b>H</b>           | 30       |
|   |          |           |           | <b>SM</b> | 31                 |          |
| <p><b>NOTE:</b> 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.</p> |          |           |           |           |                    |          |

- 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** 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<br>H 1   | 2        |
| 3      | 4      | 5       | 6         | 7        | 8           | 9        |
| 10     | 11     | 12      | 13        | 14       | BW<br>SM 15 | 16       |
| 17     | H 18   | 19      | 20        | 21       | 22          | 23       |
| 24     | 25     | 26      | 27        | 28       | BW<br>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<br>★ 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  
screen inside date  
□ : End of Bi-Weekly Pay Period indicated by white  
block around date  
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First scheduled pay for Graduate Assistant:

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