

Bi-weekly Employees – 2016 Schedule of Pay Periods and Processing Cycles

Period		Pay Run ID ¹	Pay Period Dates	Holidays	Personnel Cut-Off for all NOAs including Appointments, Transfers, Separations and SF 1150's ² 1st Monday	Payroll Cut-off for Taxes, Direct Deposits, Allotments, etc. 2nd Wednesday	Payroll Cut-off for Entry of LWOP and WAE Hours into RDE 2nd Thursday	Pay Date
Leave	Pay							
25	27	B150	Dec 14-Dec 27	Dec 25-Christmas Day	12/14/15	12/21/15*	12/22/15*	12/31/15
26	1	B16A	Dec 28-Jan 10	Jan 1-New Year's Day	12/28/15	01/06/16	01/07/16	01/15/16
1	2	B16B	Jan 11-24	Jan 18- Martin Luther King Jr. Birthday	01/11/16	01/20/16	01/21/16	01/29/16
2	3	B16C	Jan 25-Feb 7		01/25/16	02/03/16	02/04/16	02/12/16
3	4	B16D	Feb 8-21	Feb 15-George Washington's Birthday	02/08/16	02/17/16	02/18/16	02/26/16
4	5	B16E	Feb 22-Mar 6		02/22/16	03/02/16	03/03/16	03/11/16
5	6	B16F	Mar 7-20		03/07/16	03/16/16	03/17/16	03/25/16
6	7	B16G	Mar 21-Apr 3		03/21/16	03/30/16	03/31/16	04/08/16
7	8	B16H	Apr 4-17		04/04/16	04/13/16	04/14/16	04/22/16
8	9	B16I	Apr 18-May 1		04/18/16	04/27/16	04/28/16	05/06/16
9	10	B16J	May 2-15		05/02/16	05/11/16	05/12/16	05/20/16
10	11	B16K	May 16-29		05/16/16	05/24/16*	05/25/16*	06/03/16
11	12	B65L	May 30-Jun 12	May 30-Memorial Day	05/27/16*	06/08/16	06/09/16	06/17/16

* Early Personnel and Payroll Cut-off date ¹ The PayRun ID identifies the correct pay period in HRMIS for printing earnings statements.

² **Note:** All personnel actions must be submitted by the specified cut-off date as well as being signed and dated by the approving officer on or before their effective date. Personnel actions are not considered on-time if they are incomplete, incorrect, or missing required paperwork.

Leave periods are determined by the first full pay period in the new calendar year, while pay periods are determined by the first pay date in the new calendar year.

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12	13	B16M	Jun 13-26		06/13/16	06/22/16	06/23/16	07/01/16
13	14	B16N	Jun 27-Jul 10	Jul 4-Independence Day	06/27/16	07/06/16	07/07/16	07/15/16
14	15	B16O	Jul 11-24		07/11/16	07/20/16	07/21/16	07/29/16
15	16	B16P	Jul 25-Aug 7		07/25/16	08/03/16	08/04/16	08/12/16
16	17	B16Q	Aug 8-21		08/08/16	08/17/16	08/18/16	08/26/16
17	18	B16R	Aug 22-Sep 4		08/22/16	08/30/16*	08/31/16*	09/09/16
18	19	B16S	Sept 5-18	Sep 5-Labor Day	09/02/16*	09/14/16	09/15/16	09/23/16
19	20	B16T	Sep 19-Oct 2		09/19/16	09/28/16	09/29/16	10/07/16
20	21	B16U	Oct 3-16	Oct 10-Columbus Day	10/03/16	10/12/16	10/13/16	10/21/16
21	22	B16V	Oct 17-30		10/17/16	10/26/16	10/27/16	11/04/16
22	23	B16W	Oct 31-Nov 13	Nov 11-Veteran's Day	10/31/16	11/08/16*	11/09/16*	11/18/16
23	24	B16X	Nov 14-27	Nov 24-Thanksgiving Day	11/14/16	11/22/16*	11/23/16*	12/02/16
24	25	B16Y	Nov 28-Dec 11		11/28/16	12/07/16	12/08/16	12/16/16
25	26	B16Z	Dec 12-25		12/12/16	12/20/16*	12/21/16*	12/30/16
26	01	B17A	Dec 26-Jan 8	Dec 26-Christmas Day Jan 2 – New Year's Day	12/23/16*	01/04/17	01/05/17	01/13/17
01	02	B17B	Jan 9– 22	Jan 16 – Martin Luther King Jr. Birthday	01/09/17	01/18/17	01/19/17	01/27/17

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