

**Bi-Weekly Payroll Schedule for non-exempt hourly paid staff and institutional (departmental) work study**  
 (There is a separate schedule for the Federal Work-Study payroll)

File maintenance Cut-Off is the date that fully completely documents need to be submitted to the appropriate HR/Payroll Office for processing in that pay period. Examples of file maintenance documents include first day paperwork, PAFs, direct deposit changes, email pay request, vouchers, and benefit election forms.

**2016 Bi-Weekly Payroll Schedule for non-exempt hourly paid staff and institutional (departmental) work study**

Pay # for the year	Pay Period Begin (Sunday)	Pay Period Ends (Saturday)	Time Sheets Due (On Monday unless noted)	Pay Date (On Friday unless noted)	File Maintenance Cut-Off (see note above)
23	1/14	1/14	1/14	1/14	1/14
24	1/28	1/28	1/28	1/28	1/28
25	2/11	2/11	2/11	2/11	12/9
26	2/25	2/25	<b>Thursday 12/22</b>	2/25	12/23

**2017 Bi-Weekly Payroll Schedule for non-exempt hourly paid staff and institutional (departmental) work study**

Pay # for the year	Pay Period Begin (Sunday)	Pay Period Ends (Saturday)	Time Sheets Due (On Monday unless noted)	Pay Date (On Friday unless noted)	File Maintenance Cut-Off (see note above)
1	12/25	1/7	1/9	1/13	1/6
2	1/8	1/21	1/23	1/27	1/20
3	1/22	2/4	2/6	2/10	2/3
4	2/5	2/18	2/20	2/24	2/17
5	2/19	3/4	3/6	3/10	3/3
6	3/5	3/18	3/20	3/24	3/17
7	3/19	4/1	4/3	4/7	3/31
8	4/2	4/15	4/17	4/21	4/14
9	4/16	4/29	5/1	5/5	4/28
10	4/30	5/13	5/15	5/19	5/12
11	5/14	5/27	<b>Friday 5/26</b>	6/2	5/26
12	5/28	6/10	6/12	6/16	6/9
13	6/11	6/24	6/26	6/30	6/23
14	6/25	7/8	7/10	7/14	7/7
15	7/9	7/22	7/24	7/28	7/21
16	7/23	8/5	8/7	8/11	8/4
17	8/6	8/19	8/21	8/25	8/18
			Time Sheets Due	Pay Date	

Pay # for	Pay Period Begin	Pay Period Ends	(On Monday unless	(On Friday unless	
the year	(Sunday)	(Saturday)	noted)	noted)	File Maintenance Cut-Off
18	8/20	9/2	<b>Friday 9/1</b>	9/8	9/1
19	9/3	9/16	9/18	9/22	9/15
20	9/17	9/30	10/2	10/6	9/29
21	10/1	10/14	10/16	10/20	10/13
22	10/15	10/28	10/30	11/3	10/27
23	10/29	11/11	11/13	11/17	11/10
24	11/12	11/25	11/27	12/1	<b>Wednesday 11/22</b>
25	11/26	12/9	12/11	12/15	12/8
26	12/10	12/23	<b>Thursday 12/21</b>	12/29	12/21