

**THE UNIVERSITY CORPORATION**  
**2016 PAYROLL CALENDAR (January – June)**

<u>Pay Period</u>	<u>Timesheet Due</u>		<u>Pay Day</u>	
Jan 1 - Jan 15	Tuesday	Jan 19	Friday	Jan 22
Jan 16 - Jan 31	Monday	Feb 1	Thursday	Feb 4
Feb 1 - Feb 15	Tuesday	Feb 16	Friday	Feb 19
Feb 16 - Feb 29	Tuesday	Mar 1	Friday	Mar 4
Mar 1 - Mar 15	Wednesday	Mar 16	Monday	Mar 21
Mar 16 - Mar 31	Friday	Apr 1	Wednesday	Apr 6
Apr 1 - Apr 15	Monday	Apr 18	Thursday	Apr 21
Apr 16 - Apr 30	Monday	May 2	Thursday	May 5
May 1 - May 15	Monday	May 16	Thursday	May 19
May 16 - May 31	Wednesday	Jun 1	Monday	Jun 6
Jun 1 - Jun 15	Thursday	Jun 16	Tuesday	Jun 21
Jun 16- Jun 30	Friday	Jul 1	Thursday	Jul 7

**Timesheets must be turned in no later than 10:00 a.m. on the due date shown.**

University Corporation paychecks are disbursed at the reception desk of the University Corporation offices, located on the 3rd floor of the Sierra Center, after 12:00 p.m. on the pay dates indicated above and any day after between 8:00 a.m. and 5:00 p.m.

A picture ID must be presented when picking up checks.