OPRS PAYROLL OPERATIONS

PeopleSoft Group 2

2016 Time Entry Schedule

	Time & Labor							Payroll				
Pay Period	Date		Time Entry Deadline	Corrections & Approvals Deadline	TIME ADMINISTRATION			Presheet Audit	HR / Benefits cutoff	Payroll Processing	Certify Payroll	Check Date
1	13-Dec	26-Dec	28-Dec	29-Dec	16-Dec	Thru	29-Dec	28-Dec	29-Dec	30-Dec	31-Dec	8-Jan
2	27-Dec	9-Jan	12-Jan	13-Jan	30-Dec	Thru	13-Jan	12-Jan	13-Jan	14-Jan	15-Jan	22-Jan
3	10-Jan	23-Jan	26-Jan	27-Jan	14-Jan	Thru	27-Jan	26-Jan	27-Jan	28-Jan	29-Jan	5-Feb
4	24-Jan	6-Feb	9-Feb	10-Feb	28-Jan	Thru	10-Feb	9-Feb	10-Feb	11-Feb	12-Feb	19-Feb
5	7-Feb	20-Feb	23-Feb	24-Feb	11-Feb	Thru	24-Feb	23-Feb	24-Feb	25-Feb	26-Feb	4-Mar
6	21-Feb	5-Mar	8-Mar	9-Mar	25-Feb	Thru	9-Mar	8-Mar	9-Mar	10-Mar	11-Mar	18-Mar
7	6-Mar	19-Mar	22-Mar	23-Mar	10-Mar	Thru	23-Mar	22-Mar	23-Mar	24-Mar	25-Mar	1-Apr
8	20-Mar	2-Apr	4-Apr	5-Apr	24-Mar	Thru	5-Apr	4-Apr	5-Apr	6-Apr	7-Apr	14-Apr
9	3-Apr	16-Apr	19-Apr	20-Apr	6-Apr	Thru	20-Apr	19-Apr	20-Apr	21-Apr	22-Apr	29-Apr
10	17-Apr	30-Apr	3-May	4-May	21-Apr	Thru	4-May	3-May	4-May	5-May	6-May	13-May
11	1-May	14-May	17-May	18-May	5-May	Thru	18-May	17-May	18-May	19-May	20-May	27-May
12	15-May	28-May	31-May	1-Jun	19-May	Thru	1-Jun	31-May	1-Jun	2-Jun	3-Jun	10-Jun
13	29-May	11-Jun	14-Jun	15-Jun	2-Jun	Thru	15-Jun	14-Jun	15-Jun	16-Jun	17-Jun	24-Jun
14	12-Jun	25-Jun	28-Jun	29-Jun	16-Jun	Thru	29-Jun	28-Jun	29-Jun	30-Jun	1-Jul	8-Jul
15	26-Jun	9-Jul	12-Jul	13-Jul	30-Jun	Thru	13-Jul	12-Jul	13-Jul	14-Jul	15-Jul	22-Jul
16	10-Jul	23-Jul	26-Jul	27-Jul	14-Jul	Thru	27-Jul	26-Jul	27-Jul	28-Jul	29-Jul	5-Aug
17	24-Jul	6-Aug	9-Aug	10-Aug	28-Jul	Thru	10-Aug	9-Aug	10-Aug	11-Aug	12-Aug	19-Aug
18	7-Aug	20-Aug	23-Aug	24-Aug	11-Aug	Thru	24-Aug	23-Aug	24-Aug	25-Aug	26-Aug	2-Sep
19	21-Aug	3-Sep	6-Sep	7-Sep	25-Aug	Thru	7-Sep	6-Sep	7-Sep	8-Sep	9-Sep	16-Sep
20	4-Sep	17-Sep	20-Sep	21-Sep	8-Sep	Thru	21-Sep	20-Sep	21-Sep	22-Sep	23-Sep	30-Sep
21	18-Sep	1-Oct	4-Oct	5-Oct	22-Sep	Thru	5-Oct	4-Oct	5-Oct	6-Oct	7-Oct	14-Oct
22	2-Oct	15-Oct	18-Oct	19-Oct	6-Oct	Thru	19-Oct	18-Oct	19-Oct	20-Oct	21-Oct	28-Oct
23	16-Oct	29-Oct	31-Oct	1-Nov	20-Oct	Thru	1-Nov	31-Oct	1-Nov	2-Nov	3-Nov	10-Nov
24	30-Oct	12-Nov	15-Nov	16-Nov	2-Nov	Thru	16-Nov	15-Nov	16-Nov	17-Nov	18-Nov	25-Nov
25	13-Nov	26-Nov	29-Nov	30-Nov	17-Nov	Thru	30-Nov	29-Nov	30-Nov	1-Dec	2-Dec	9-Dec
26	27-Nov	10-Dec	13-Dec	14-Dec	1-Dec	Thru	14-Dec	13-Dec	14-Dec	15-Dec	16-Dec	23-Dec

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