

2016 Schedule

of Bi-Weekly

Pay Dates

Staff Holidays

- January 1.....New Year's Day
- January 18Martin Luther King, Jr.
Observance
- March 25..... Spring Break
- May 30.....Memorial Day
- July 4.....Independence Day
- September 5.....Labor Day
- November 24 & 25.....Thanksgiving
- December 23–30.....Christmas

Staff Holidays

Pay Dates

ePAF Labor Reports & WTE are due.



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

<p style="text-align: center;">January 2016</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							<p style="text-align: center;">February 2016</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29						<p style="text-align: center;">March 2016</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		
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Bi-Weekly Payroll

Pay Dates & Pay Periods

	WTE	Pay Period		Check Date
	Due by 12:01 P.M. on:	From	To	
1	01/07/16	12/23/15	01/05/16	01/15/16
2	01/21/16	01/06/16	01/19/16	01/29/16
3	02/04/16	01/20/16	02/02/16	02/12/16
4	02/18/16	02/03/16	02/16/16	02/26/16
5	03/03/16	02/17/16	03/01/16	03/11/16
6	03/17/16	03/02/16	03/15/16	03/24/16
7	03/31/16	03/16/16	03/29/16	04/08/16
8	04/14/16	03/30/16	04/12/16	04/22/16
9	04/28/16	04/13/16	04/26/16	05/06/16
10	05/12/16	04/27/16	05/10/16	05/20/16
11	05/26/16	05/11/16	05/24/16	06/03/16
12	06/09/16	05/25/16	06/07/16	06/17/16
13	06/23/16	06/08/16	06/21/16	07/01/16
14	07/07/16	06/22/16	07/05/16	07/15/16
15	07/21/16	07/06/16	07/19/16	07/29/16
16	08/04/16	07/20/16	08/02/16	08/12/16
17	08/18/16	08/03/16	08/16/16	08/26/16
18	09/01/16	08/17/16	08/30/16	09/09/16
19	09/15/16	08/31/16	09/13/16	09/23/16
20	09/29/16	09/14/16	09/27/16	10/07/16
21	10/13/16	09/28/16	10/11/16	10/21/16
22	10/27/16	10/12/16	10/25/16	11/04/16
23	11/10/16	10/26/16	11/08/16	11/18/16
24	11/23/16	11/09/16	11/22/16	12/02/16
25	12/08/16	11/23/16	12/06/16	12/16/16
26	12/20/16	12/07/16	12/20/16	12/30/16

ePAF LABOR REPORTS

All employees charging to a Contract, Grant or Cost Share org code, and/or have a change to their labor distribution are required to turn in an ePAF Labor Report biweekly to the Payroll Office. ePAF Labor Reports are due at the same time as web time entry on Thursday at 12:01 P.M.

If you have questions, please contact the Payroll Office at (256) 824-2254.

Visit our web page:
www.uah.edu/payroll

ePAFs

Generally, ePAFs must be submitted to the Office of Human Resources two days before ePAF Labor Reports and WTE are due.