

Pay #	Dates to be used on Time Sheets	Approvals/Paperwork due	Paydate
1	12/13/15-12/26/15	December 29, 2015	January 8, 2016
2	12/27/15-01/9/16	January 12, 2016	January 22, 2016
3	01/10/16-01/23/16	January 26, 2016	February 5, 2016
4	01/24/16-02/06/16	February 9, 2016	February 19, 2016
5	02/07/16-02/20/2016	February 23, 2016	March 4, 2016
6	02/21/2016-03/05/2016	March 8, 2016	March 18, 2016
7	03/06/2016-03/19/2016	March 22, 2016	April 1, 2016
8	03/20/2016-04/02/2016	April 5, 2016	April 15, 2016
9	04/03/2016-04/16/2016	April 19, 2016	April 29, 2016
10	04/17/2016-04/30/2016	May 3, 2016	May 13, 2016
11	05/01/2016-05/14/2016	May 17, 2016	May 27, 2016
12	05/15/2016-05/28/2016	May 31, 2016	June 10, 2016
13	05/29/2016-06/11/2016	June 14, 2016	June 24, 2016
14	06/12/2016-06/25/2016	June 28, 2016	July 8, 2016
15	06/26/2016-07/09/2016	July 12, 2016	July 22, 2016
16	07/10/2016-07/23/2016	July 26, 2016	August 5, 2016
17	07/24/2016-08/06/2016	August 9, 2016	August 19, 2016
18	08/07/2016-08/20/2016	August 23, 2016	September 2, 2016
19	08/21/2016-09/03/2016	September 6, 2016	September 16, 2016
20	09/04/2016-09/17/2016	September 20, 2016	September 30, 2016
21	09/18/2016-10/01/2016	October 4, 2016	October 14, 2016
22	10/02/2016-10/15/2016	October 18, 2016	October 28, 2016
23	10/16/2016-10/29/2016	November 1, 2016	November 10, 2016
24	10/30/2016-11/12/2016	November 15, 2016	November 25, 2016
25	11/13/2016-11/26/2016	November 29, 2016	December 9, 2016
26	11/27/2016-12/10/2016	December 13, 2016	December 23, 2016
1	12/11/2016-12/24/2016	December 27, 2016	January 6, 2017

*****DECEMBER 10, 2016 WILL BE THE LAST DAY TO USE
YOUR HOURS OF PERSONAL LEAVE OR CARRY OVER THE
MAXIMUM HOURS OF VACATION.*****

Holidays recognized by the City:

January 1	New Year's
January 18	Martin Luther King, Jr. Day (does not apply to police officers and dispatchers)
February 15	President's Day
May 30	Memorial Day
July 4	Independence Day
September 5	Labor Day
October 10	Columbus Day (Police officers and dispatchers ONLY)
November 11	Veteran's Day
November 24	Thanksgiving Day
December 25	Christmas Day

aa/payroll/2016 payroll calendar