

**TEXAS TECH  
PAYROLL CALENDAR  
Calendar Year 2016**

MONTH	PAY PERIOD	PAY ID	PAY NUMBER	Final ePAF/New Employee Packet to HR Note 1	Final Departmental Approval for TimeClockPlus CUTOFF 4PM (CENTRAL) WEB TIME ENTRY/Gateway CUTOFF 6:00 PM (CENTRAL)	Final EXEMPT LEAVE REPORT CUTOFF 11.59 PM (CENTRAL)	STANDARD WORKING HOURS FOR PAY PERIOD	PAYDAY
December 2015	12/16 - 12/31	SEMI-MONTHLY	01	12/18	1/5/2015		96	1/8/2016
	12/1 - 12/31	MONTHLY	01	12/18		1/15/2016		1/4/2016
January 2016	1/1 - 1/15	SEMI-MONTHLY	02	1/13	1/20/2016		88	1/25/2016
	1/16 - 1/31	SEMI-MONTHLY	03	1/27	2/2/2016		80	2/10/2016
	1/1 - 1/31	MONTHLY	02	1/18		2/15/2016		2/1/2016
February 2016	2/1 - 2/15	SEMI-MONTHLY	04	2/11	2/17/2016		88	2/25/2016
	2/16 - 2/28	SEMI-MONTHLY	05	2/25	3/2/2016		80	3/10/2016
	2/1 - 2/29	MONTHLY	03	2/18		3/15/2016		3/1/2016
March 2016	3/1 - 3/15	SEMI-MONTHLY	06	3/11	3/17/2016		88	3/25/2016
	3/16 - 3/31	SEMI-MONTHLY	07	3/29	4/4/2016		96	4/8/2016
	3/1 - 3/31	MONTHLY	04	3/18		4/15/2016		4/1/2016
April 2016	4/1 - 4/15	SEMI-MONTHLY	08	4/13	4/19/2016		88	4/25/2016
	4/16 - 4/30	SEMI-MONTHLY	09	4/27	5/3/2016		80	5/10/2016
	4/1 - 4/30	MONTHLY	05	4/18		5/15/2016		5/2/2016
May 2016	5/1 - 5/15	SEMI-MONTHLY	10	5/11	5/17/2016		80	5/25/2016
	5/16 - 5/31	SEMI-MONTHLY	11	5/27	6/2/2016		96	6/10/2016
	5/1 - 5/31	MONTHLY	06	5/18		6/15/2016		6/1/2016
June 2016	6/1 - 6/15	SEMI-MONTHLY	12	6/13	6/17/2016		88	6/24/2016
	6/16 - 6/30	SEMI-MONTHLY	13	6/28	7/5/2016		88	7/8/2016
	6/1 - 6/30	MONTHLY	07	6/18		7/15/2016		7/1/2016
July 2016	7/1 - 7/15	SEMI-MONTHLY	14	7/13	7/19/2016		88	7/25/2016
	7/16 - 7/31	SEMI-MONTHLY	15	7/27	8/2/2016		80	8/10/2016
	7/1 - 7/31	MONTHLY	08	7/18		8/15/2016		8/1/2016
August 2016	8/1 - 8/15	SEMI-MONTHLY	16	8/11	8/17/2016		88	8/25/2016
	8/16 - 8/31	SEMI-MONTHLY	17	8/29	9/2/2016		96	9/9/2016
	8/1 - 8/31	MONTHLY	09	8/18		TBD		9/1/2016
September 2016	9/1 - 9/15	SEMI-MONTHLY	18	9/13	9/19/2016		88	9/23/2016
	9/16 - 9/30	SEMI-MONTHLY	19	9/28	10/4/2016		88	10/7/2016
	9/1 - 9/30	MONTHLY	10	9/18		10/15/2016		10/3/2016
October 2016	10/1 - 10/15	SEMI-MONTHLY	20	10/12	10/18/2016		80	10/25/2016
	10/16 - 10/31	SEMI-MONTHLY	21	10/27	11/2/2016		88	11/10/2016
	10/1 - 10/31	MONTHLY	11	10/18		11/15/2016		11/1/2016
November 2016	11/1 - 11/15	SEMI-MONTHLY	22	11/11	11/17/2016		88	11/23/2016
	11/16 - 11/30	SEMI-MONTHLY	23	11/28	12/2/2016		88	12/9/2016
	11/1 - 11/30	MONTHLY	12	11/18		12/15/2016		12/1/2016
December 2016	12/1 - 12/15	SEMI-MONTHLY	24	12/13	12/19/2016		88	12/22/2016
	12/16 - 12/31	SEMI-MONTHLY	01	12/18	1/3/2017		88	1/10/2017
	12/1 - 12/31	MONTHLY	01	12/18		1/15/2017		1/2/2017

Note

1.If Monthly ePAF/New Employee Packet to HR cut off falls on a weekend or holiday, the due date is last working day before the holiday