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To: All Non-Exempt Employees, Supervisors
and Administrative Secretaries

From: Fronia Miller, Payroll & Benefits Specialist

Date: November 9, 2015

Re: **Cut-Off and Pay Dates 2016**

The following are the year 2016 Cut-Off and Pay Dates:

<u>2016 Cut-Off Dates</u>	<u>Pay Date</u>	<u>Weeks in Pay Period</u>
January 15	January 29	5
February 12	February 29	4
March 18	March 31	5
April 15	April 29	4
May 13	May 31	4
June 17	June 30	5
July 15	July 29	4
August 12	August 31	4
September 16	September 30	5
October 14	October 31	4
November 11	November 30	4
December 9	December 30	4

PLEASE NOTE: If your time card is not turned in by the cut-off date, your check may not be processed until the following month's payday.

I have received a copy of the payroll cut-off dates and understand the ramifications if I do not turn my time card in on time.

Employee Signature

Date

Print Name