

2016
Payroll Calendar

PE Pay Period End	PB Pay Period Begin
CT Compute	H Holiday
PD Pay Day	VIFD Vendor Inbound File Deadline

JANUARY							FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
					H															
					PE	PB			CT		PD 3					CT		PD 5		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12
		CT		PD 1						VIFD		PE	PB				VIFD		PE	PB
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19
			VIFD		PE	PB		H	CT		PD 4					CT		PD 6		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26
	H	CT		PD 2						VIFD		PE	PB				VIFD		PE	PB
24	25	26	27	28	29	30	28	29						27	28	29	30	31		
			VIFD		PE	PB										CT		PD 7		
31																				
					PE	PB														
APRIL							MAY							JUNE						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2	1	2	3	4	5	6	7				1	2	3	4
										VIFD		PE	PB				VIFD		PE	PB
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
			VIFD		PE	PB			CT	PD 10						CT		PD 12		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
		CT		PD 8				Statewide Payroll Mtg		VIFD		PE	PB				VIFD		PE	PB
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
			VIFD		PE	PB			CT	PD 11						CT		PD 13		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
		CT		PD 9				H									VIFD			
					PE	PB														
JULY							AUGUST							SEPTEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
					1	2	1	2	3	4	5	6				1	2	3		
					PE	PB			CT	PD 16							1	2	3	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10
	H	CT		PD 14						VIFD		PE	PB		H		VIFD		PE	PB
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17
			VIFD		PE	PB			CT	PD 17						CT		PD 19		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24
		CT		PD 15						VIFD		PE	PB				VIFD		PE	PB
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	
			VIFD		PE	PB			CT							CT		PD 20		
31																				
					PE	PB														
OCTOBER							NOVEMBER							DECEMBER						
Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat	Sun	Mon	Tue	Wed	Thur	Fri	Sat
						1			1	2	3	4	5				1	2	3	
										VIFD		PE	PB					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
			VIFD		PE	PB			CT	PD 23		H				CT		PD 25		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
	H	CT		PD 21				Statewide Payroll Mtg		VIFD		PE	PB				VIFD		PE	PB
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
			VIFD		PE	PB			CT	H	PD 24					CT		PD 26		
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
										VIFD					H		VIFD		PE	PB
30	31																			
		CT		PD 22																

Notes: Leap Year; 4 Payrolls with Compressed Preparation Time; Payday 24 on Thanksgiving Holiday