

MURRAY STATE UNIVERSITY
 2016 PAYROLL CALENDAR
 EMPLOYEES PAID MONTHLY
 PAY SCHEDULE

YEAR	PR ID	PR NO	PAY OF MONTH	PAY PERIOD		PAY CHECK DATE	PA COMPLETED DATE (A)	PAYROLL RUN DATE (B)	PAYROLL RUN TIME (B)
2016	MN	1	1	January 1, 2016	January 31, 2016	January 29, 2016	January 19, 2016	January 20, 2016	9:00 AM
2016	MN	2	1	February 1, 2016	February 29, 2016	February 29, 2016	February 16, 2016	February 17, 2016	9:00 AM
2016	MN	3	1	March 1, 2016	March 31, 2016	March 31, 2016	March 16, 2016	March 17, 2016	9:00 AM
2016	MN	4	1	April 1, 2016	April 30, 2016	April 29, 2016	April 19, 2016	April 20, 2016	9:00 AM
2016	MN	5	1	May 1, 2016	May 31, 2016	May 31, 2016	May 20, 2016	May 23, 2016	9:00 AM
2016	MN	6	1	June 1, 2016	June 30, 2016	June 30, 2016	June 17, 2016	June 20, 2016	9:00 AM
2016	MN	7	1	July 1, 2016	July 31, 2016	July 29, 2016	July 19, 2016	July 20, 2016	9:00 AM
2016	MN	8	1	August 1, 2016	August 31, 2016	August 31, 2016	August 19, 2016	August 22, 2016	9:00 AM
2016	MN	9	1	September 1, 2016	September 30, 2016	September 30, 2016	September 20, 2016	September 21, 2016	9:00 AM
2016	MN	10	1	October 1, 2016	October 31, 2016	October 31, 2016	October 18, 2016	October 19, 2016	9:00 AM
2016	MN	11	1	November 1, 2016	November 30, 2016	November 30, 2016	November 15, 2016	November 16, 2016	9:00 AM
2016	MN	12	1	December 1, 2016	December 31, 2016	December 16, 2016	December 6, 2016	December 7, 2016	9:00 AM

(A) TO BE INCLUDED ON THIS PAYROLL, PA'S MUST BE IN THE PAYROLL OFFICE WITH COMPLETED SIGNATURES TO BE PROCESSED ON THIS PAYROL.

PA'S NOT ENTERED BY THIS DATE WILL NOT BE PAID THAT MONTH

(B) DATE AND TIME FOR PROCESSING PAYROLL.

LEAVE REPORTS

YEAR	PR ID	PR NO	PAY OF MONTH	START DATE	END DATE	LEAVE REPORTS ENTER ON WEB FROM	LEAVE REPORTS ENTER ON WEB TO	TIME DUE	APPROVAL DUE DATE	TIME DUE
2016	MN	1	1	January 1, 2016	January 31, 2016	January 1, 2016	February 5, 2016	3:00 PM	February 8, 2016	3:00 PM
2016	MN	2	1	February 1, 2016	February 29, 2016	February 1, 2016	March 7, 2016	3:00 PM	March 9, 2016	3:00 PM
2016	MN	3	1	March 1, 2016	March 31, 2016	March 1, 2016	April 5, 2016	3:00 PM	April 7, 2016	3:00 PM
2016	MN	4	1	April 1, 2016	April 30, 2016	April 1, 2016	May 5, 2016	3:00 PM	May 9, 2016	3:00 PM
2016	MN	5	1	May 1, 2016	May 31, 2016	May 1, 2016	June 6, 2016	3:00 PM	June 8, 2016	3:00 PM
2016	MN*	6	1	June 1, 2016	June 30, 2016	June 1, 2016	June 24, 2016	3:00 PM	June 28, 2016	3:00 PM
2016	MN	7	1	July 1, 2016	July 31, 2016	July 1, 2016	August 5, 2016	3:00 PM	August 8, 2016	3:00 PM
2016	MN	8	1	August 1, 2016	August 31, 2016	August 1, 2016	September 6, 2016	3:00 PM	September 8, 2016	3:00 PM
2016	MN	9	1	September 1, 2016	September 30, 2016	September 1, 2016	October 5, 2016	3:00 PM	October 11, 2016	3:00 PM
2016	MN	10	1	October 1, 2016	October 31, 2016	October 1, 2016	November 7, 2016	3:00 PM	November 9, 2016	3:00 PM
2016	MN	11	1	November 1, 2016	November 30, 2016	November 1, 2016	December 5, 2016	3:00 PM	December 7, 2016	3:00 PM
2016	MN	12	1	December 1, 2016	December 31, 2016	December 1, 2016	January 5, 2017	3:00 PM	January 9, 2017	3:00 PM

* - DEADLINE IS EARLY DUE TO YEAR END PROCESSING. TIME WILL NEED TO BE ESTIMATED FOR THE REMAINDER OF THE MONTH.