

## Payroll Schedule for 2016

Timecards for the prior week are due by noon on the following Monday

| Pay Date       | Period Covered by Pay Period | Weeks | Processing Day | Batches Due    | Police Timecards     | Fire Timecards        |
|----------------|------------------------------|-------|----------------|----------------|----------------------|-----------------------|
| January 15th   | Dec 19th - Jan 1st           | 2     | January 13th   | January 12th   |                      |                       |
| January 29th   | Jan 2nd - Jan 22nd           | 3     | January 27th   | January 26th   | Dec 20th - Jan 16th  |                       |
| February 12th  | Jan 23rd - Feb 5th           | 2     | February 10th  | February 9th   |                      | Jan 10 - Feb 2nd      |
| February 29th  | Feb 6th - 19th               | 2     | February 25th  | February 24th  | Jan 17th - Feb 13th  |                       |
| March 15th     | Feb 20th - Mar 4th           | 2     | March 11th     | March 10th     |                      | Feb 3rd - 26th        |
| March 31st     | Mar 5th - Mar 18th           | 2     | March 29th     | March 28th     | Feb 14th - Mar 12th  |                       |
| April 15th     | Mar 19th - April 1st         | 2     | April 13th     | April 12th     |                      | Feb 27th - Mar 21st   |
| April 29th     | April 2nd - April 22nd       | 3     | April 27th     | April 26th     | Mar 13th - Apr 9th   | Mar 22nd - Apr 14th   |
| May 13th       | April 23rd - May 6th         | 2     | May 11th       | May 10th       |                      |                       |
| May 31st       | May 7th - May 20th           | 2     | May 26th       | May 25th       | Apr 10th - May 7th   | Apr 15th - May 8th    |
| June 15th      | May 21st - June 3rd          | 2     | June 13th      | June 10th      |                      | May 9th - June 1st    |
| June 30th      | June 4th - June 17th         | 2     | June 28th      | June 27th      | May 8th - June 4th   |                       |
| July 15th      | June 18th - July 1st         | 2     | July 13th      | July 12th      |                      | June 2nd - 25th       |
| July 29th      | July 2nd - 22nd              | 3     | July 27th      | July 28th      | June 5th - July 2nd  | June 26th - July 19th |
| August 15th    | July 23rd - August 5th       | 2     | August 11th    | August 10th    | July 3rd - 30th      |                       |
| August 31st    | August 6th - August 19th     | 2     | August 29th    | August 26th    |                      | July 7th - Aug 12th   |
| September 15th | August 20th - September 2nd  | 2     | September 13th | September 12th | July 31st - Aug 27th |                       |
| September 30th | September 3rd - 16th         | 2     | September 28th | September 27th |                      | Aug 13th - Sept 5th   |
| October 14th   | September 17th - Oct 7th     | 3     | October 12th   | October 11th   | Aug 28th - Sept 24th | Sept 6th - 29th       |
| October 31st   | October 8th - 21st           | 2     | October 27th   | October 26th   |                      |                       |
| November 15th  | October 22nd - November 4th  | 2     | November 10th  | November 9th   | Sept 25th - Oct 22nd | Sept 30th - Oct 23rd  |
| November 30th  | November 5th - 18th          | 2     | November 28th  | November 23rd  |                      | Oct 24th - Nov 16th   |
| December 15th  | November 18th - December 2nd | 2     | December 13th  | December 12th  | Oct 23rd - Nov 19th  |                       |
| December 30th  | December 3rd - 16th          | 2     | December 28th  | December 27th  |                      | Nov 17th - Dec 10th   |
| January 13th   | December 17th - January 6th  | 3     | January 11th   | January 10th   | Nov 20th - Dec 17th  | Dec 11th - Jan 3rd    |
| January 31st   | January 7th - 20th           | 2     | January 27th   | January 26th   | Dec 18th - Jan 14th  |                       |

### Paid Holidays (Only Available for Regular Full-Time Employees)

|            |                        |
|------------|------------------------|
| 1/1/2016   | New Years Day          |
| 1/18/2016  | Martin Luther King Day |
| 2/15/2016  | Presidents Day         |
| 5/30/2016  | Memorial Day           |
| 7/4/2016   | Independence Day       |
| 9/5/2016   | Labor Day              |
| 11/11/2016 | Veterans Day           |
| 11/24/2016 | Thanksgiving Day       |
| 11/25/2016 | Thanksgiving Friday    |
| 12/26/2016 | Christmas Holiday      |
| 1/2/2017   | New Years Holiday      |