



HUMAN RESOURCES

Illinois State University

The following is a full 2016 calendar of dates for deadlines to submit and approve time.

Pay Period Ends and Employee Timesheet Submittal Due	Final Manager Approval Due (4:00 PM)
Thursday, December 31	Tuesday, January 5
Friday, January 15	Wednesday, January 20
Sunday, January 31	Tuesday, February 2
Monday, February 15	Wednesday, February 17
Monday, February 29	Wednesday, March 2
Tuesday, March 15	Thursday, March 17
Thursday, March 31	Monday, April 4
Friday, April 15	Tuesday, April 19
Saturday, April 30	Tuesday, May 3
Sunday, May 15	Tuesday, May 17
Tuesday, May 31	Thursday, June 2
Wednesday, June 15	Friday, June 17
Thursday, June 30	Tuesday, July 5
Friday, July 15	Tuesday, July 19
Sunday, July 31	Tuesday, August 2
Monday, August 15	Wednesday, August 17
Wednesday, August 31	Friday, September 2
Thursday, September 15	Monday, September 19
Friday, September 30	Tuesday, October 4
Saturday, October 15	Tuesday, October 18
Monday, October 31	Wednesday, November 2
Tuesday, November 15	Thursday, November 17
Wednesday, November 30	Friday, December 2
Saturday, December 10*	Monday, December 12*

(*Employee timesheet submittal due date of December 10th includes estimated hours through the end of December 15. Employee timesheet submittal and Manager Approval due dates for this pay period may change as needed to allow early payroll processing for final December pay.)

1. All pay period end dates apply to semi-monthly employees. Monthly paid employees (e.g. Faculty) need only report time at the end of each month.
2. Positive Time Reporting for Salaried AP and Civil Service employees should be completed separately by the end of each calendar month (to comply with State Ethics Act).