Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD	DATA ENTRY DATES	EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM
01	01/13/16	12/21/15 - 01/03/16 BW 01/01/16 - 01/17/16 9M	12/21/15 - 12/23/15 (All Transactions)**	12/23/15
02	01/27/16	01/04/16 - 01/17/16 BW 01/18/16 - 01/31/16 9M 01/01/16 - 01/15/16 WF	01/04/16 - 01/06/16 (Future Transactions ONLY) 01/07/16- 01/15/16 (All Transactions)	01/15/16
03	02/10/16	01/18/16- 01/31/16 BW 02/01/16 - 02/14/16 9M 01/16/16 - 01/31/16 WF	01/18/16 - 01/20/16 (Future Transactions ONLY) 01/21/16- 01/29/16 (All Transactions)	01/29/16
04	02/24/16	02/01/16 - 02/14/16 BW 02/15/16 - 02/28/16 9M 02/01/16 - 02/15/16 WF	02/01/16 - 02/03/16 (Future Transactions ONLY) 02/04/16 - 02/12/16 (All Transactions)	02/12/16
05	03/09/16	02/15/16 - 02/28/16 BW 02/29/16 - 03/13/16 9M 02/16/16 - 02/29/16 WF	02/15/16 - 02/17/16 (Future Transactions ONLY) 02/18/16 - 02/26/16 (All Transactions)	02/26/16
06	03/23/16	02/29/16- 03/13/16 BW 03/14/16 - 03/27/16 9M 03/01/16 - 03/15/16 WF	02/29/16 - 03/02/16 (Future Transactions ONLY) 03/03/16 - 03/11/16 (All Transactions)	03/11/16
07	04/06/16	03/14/16 - 03/27/16 BW 03/28/16 - 04/10/16 9M 03/16/16 - 03/31/16 WF	03/14/16 - 03/16/16 (Future Transactions ONLY) 03/17/16 - 03/25/16 (All Transactions)	03/25/16
08	04/20/16	03/28/16 - 04/10/16 BW 04/11/16 - 04/24/16 9M 04/01/16 - 04/15/16 WF	03/28/16 - 03/30/16 (Future Transactions ONLY) 03/31/16 - 04/08/16 (All Transactions)	04/08/16
09	05/04/16	04/11/16 - 04/24/16 BW 04/25/16 - 05/08/16 9M 04/16/16 - 05/05/16 WF	04/11/16 - 04/13/16 (Future Transactions ONLY) 04/14/16 - 04/22/16 (All Transactions	04/22/16
10	05/18/16	04/25/16 - 05/08/16 BW 05/09/16 - 05/16/16 9M	04/25/16 - 04/27/16 (Future Transactions ONLY) 04/28/16 - 05/06/16 (All Transactions)	05/06/16
11	06/01/16	05/09/16 - 05/22/16 BW 05/06/16 - 05/17/16 SF,CF	05/09/16 - 05/11/16 (Future Transactions ONLY) 05/12/16 - 05/20/16 (All Transactions)	05/20/16
12	06/15/16	05/23/16 - 06/05/16 BW 05/18/16 - 05/31/16 SF,CF	05/23/16 - 05/25/16 (Future Transactions ONLY) 05/26/16 - 06/03/16 (All Transactions)***	06/03/16
13	06/29/16	06/06/16 - 06/19/16 BW 06/01/16 - 06 /26/16 SF,CF	06/06/16 - 06/08/16 (Future Transactions ONLY) 06/09/16 - 06/17/16 (All Transactions	06/17/16
14	07/13/16	06/20/16 - 07/03/16 BW 06/27/16 - 07/15/16 UF,CF	06/20/16 - 06/22/16 (Future Transactions ONLY) 06/23/16 - 07/01/16 (All Transactions)	07/01/16
15	07/27/16	07/04/16- 07/17/16 BW 07/16/16 - 07/31/16 UF,CF	07/05/16 - 07/06/16 (Future Transactions ONLY)*** 07/07/16 - 07/15/16 (All Transactions)	07/15/16
16	08/10/16	07/18/16 - 07/31/16 BW 08/01/16 - 08/27/16 UF,CF	07/21/16 - 07/23/16 (Future Transactions ONLY) 07/24/16 - 07/29/16 (All Transactions)	07/29/16
17	08/24/16	08/01/16 - 08/14/16 BW 08/18/16 - 08/31/16 9M	08/01/16 - 08/03/16 (Future Transactions ONLY) 08/04/16 - 08/12/16 (All Transactions)	08/12/16
18	09/07/16	08/15/16 - 08/28/16 BW 09/01/16 - 09/14/16 9M	08/15/16 - 0 8/17/16 (Future Transactions ONLY) 08/18/16 - 08/26/16 (All Transactions)	08/26/16
19	09/21/16	08/29/16 - 09/11/16 BW 09/15/16 - 09/28/16 9M 08/18/16 - 09/15/16 FF	08/29/16 - 08/31/16 (Future Transactions ONLY) 09/01/16 - 09/09/16 (All Transactions)***	09/09/16
20	10/05/16	09/12/16 - 09/25/16 BW 09/29/16 - 10/12/16 9M 09/16/16 - 09/30/16 FF	09/12/16 - 09/14/16 (Future Transactions ONLY) 09/15/16 - 09/23/16 (All Transactions)	09/23/16

Personnel Transactions Data Entry Deadline Schedule

PAY CHECK NUMBER	PAY DATE	SERVICE PERIOD	DATA ENTRY DATES	EPAF TRANSACTION MUST BE APPROVED AND APPLIED NO LATER THAN 5:00PM
21	10/19/16	09/26/16 - 10/09/16 BW 10/13/16 - 10/26/16 9M 10/01/16 - 10/15/16 FF	09/26/16 - 09/28/16 (Future Transactions ONLY) 09/29/16 - 10/07/16 (All Transactions)	10/07/16
22	11/02/16	10/10/16 - 10/23/16 BW 10/27/16 - 11/09/16 9M 10/16/16 - 10/31/16 FF	10/10/16 - 10/12/16 (Future Transactions ONLY) 10/13/16 - 10/21/16 (All Transactions)	10/21/16
23	11/16/16	10/24/16 - 11/06/16 BW 11/10/16 - 11/23/16 9M 11/01/16 - 11/15/16 FF	10/24/16 - 10/26/16 (Future Transactions ONLY) 10/27/16 - 11/04/16 (All Transactions)	11/04/16
24	11/30/16	11/07/16 - 11/20/16 BW 11/24/16 - 12/07/16 9M 11/16/16 - 11/30/16 FF	11/07/16 - 11/09/16 (Future Transactions ONLY) 11/10/16 - 11/18/16 (All Transactions)	11/18/16
25	12/14/16	11/21/16 - 12/04/16 BW 12/08/16 - 12/21/16 9M 12/01/16 - 12/15/16 FF	11/21/16 - 11/23/16 (Future Transactions ONLY) 11/28/16 - 12/02/16 (All Transactions)***	12/02/16
26	12/28/16	12/05/16 - 12/18/16 BW 12/22/16 - 12/31/16 9M 12/16/16 - 12/31/16 FF	12/05/16 - 12/07/16 (Future Transactions ONLY) 12/08/16 - 12/16/16 (All Transactions)	12/16/16
01	01/11/17	12/19/16 - 01/01/17 BW 01/01/17 - 01/17/17 9M	12/19/16 - 12/23/16 (All Transactions)	12/23/16
	**ACCELERATED DEADLINE DUE TO HOLIDAY			
	***Short data entry period due to Holiday			
Notes:	Future transactions will have a personnel date equal to or greater than the first day of the pay period.			
	Calendar is subject to change.			