

## HCW PAYROLL CALENDAR FOR 2016-2017

<b>January 2016</b>	<b>Action/Notice</b>
1 <sup>st</sup>	Holiday
18 <sup>th</sup>	Holiday
21 <sup>st</sup>	Voucher Submission Deadline (1/1-1/15 Pay Period)
<b>February 2016</b>	<b>Action/Notice</b>
2 <sup>nd</sup>	Pay Process Date (1/1-1/15 Pay Period)
3 <sup>rd</sup>	Voucher Submission Deadline (1/16-1/31 Pay Period)
15 <sup>th</sup>	Holiday
16 <sup>th</sup>	Pay Process Date (1/16-1/31 Pay Period)
18 <sup>th</sup>	Voucher Submission Deadline (2/1-2/15 Pay Period)
<b>March 2016</b>	<b>Action/Notice</b>
1 <sup>st</sup>	Pay Process Date (2/1-2/15 Pay Period)
3 <sup>rd</sup>	Voucher Submission Deadline (2/16-2/29 Pay Period)
15 <sup>th</sup>	Pay Process Date (2/16-2/29 Pay Period)
18 <sup>th</sup>	Voucher Submission Deadline (3/1-3/15 Pay Period)
30 <sup>th</sup>	Pay Process Date (3/1-3/15 Pay Period)
<b>April 2016</b>	<b>Action/Notice</b>
5 <sup>th</sup>	Voucher Submission Deadline (3/16-3/31 Pay Period)
15 <sup>th</sup>	Pay Process Date (3/16-3/31 Pay Period)
20 <sup>th</sup>	Voucher Submission Deadline (4/1-4/15 Pay Period)
<b>May 2016</b>	<b>Action/Notice</b>
2 <sup>nd</sup>	Pay Process Date (4/1-4/15 Pay Period)
4 <sup>th</sup>	Voucher Submission Deadline (4/16-4/30 Pay Period)
16 <sup>th</sup>	Pay Process Date (4/16-4/30 Pay Period)
18 <sup>th</sup>	Voucher Submission Deadline (5/1-5/15 Pay Period)
30 <sup>th</sup>	Holiday
31 <sup>st</sup>	Pay Process Date (5/1-5/15 Pay Period)
<b>June 2016</b>	<b>Action/Notice</b>
3 <sup>rd</sup>	Voucher Submission Deadline (5/16-5/31 Pay Period)
15 <sup>th</sup>	Pay Process Date (5/16-5/31 Pay Period)
20 <sup>th</sup>	Voucher Submission Deadline (6/1-6/15 Pay Period)
30 <sup>th</sup>	Pay Process Date (6/1-6/15 Pay Period)

**Pay Process Date** – Checks may be received 1-3 business days after check date, depending on mail service. Direct deposits will be available 3 business days after the pay process date. HCWs should check with their financial institutions to find out when their direct deposit will be processed.

## HCW PAYROLL CALENDAR FOR 2016-2017

<b>July 2016</b>	<b>Action/Notice</b>
4 <sup>th</sup>	Holiday
6 <sup>th</sup>	Voucher Submission Deadline (6/16-6/30 Pay Period)
18 <sup>th</sup>	Pay Process Date (6/16-6/30 Pay Period)
20 <sup>th</sup>	Voucher Submission Deadline (7/1-7/15 Pay Period)
<b>August 2016</b>	<b>Action/Notice</b>
1 <sup>st</sup>	Pay Process Date (7/1-7/15 Pay Period)
3 <sup>rd</sup>	Voucher Submission Deadline (7/16-7/31 Pay Period)
15 <sup>th</sup>	Pay Process Date (7/16-7/31 Pay Period)
18 <sup>th</sup>	Voucher Submission Deadline (8/1-8/15 Pay Period)
30 <sup>th</sup>	Pay Process Date (8/1-8/15 Pay Period)
<b>September 2016</b>	<b>Action/Notice</b>
5 <sup>th</sup>	Holiday
6 <sup>th</sup>	Voucher Submission Deadline (8/16-8/31 Pay Period)
16 <sup>th</sup>	Pay Process Date (8/16-8/31 Pay Period)
20 <sup>th</sup>	Voucher Submission Deadline (9/1-9/15 Pay Period)
30 <sup>th</sup>	Pay Process Date (9/1-9/15 Pay Period)
<b>October 2016</b>	<b>Action/Notice</b>
5 <sup>th</sup>	Voucher Submission Deadline (9/16-9/30 Pay Period)
10 <sup>th</sup>	Holiday
18 <sup>th</sup>	Pay Process Date (9/16-9/30 Pay Period)
19 <sup>th</sup>	Voucher Submission Deadline (10/1-10/15 Pay Period)
31 <sup>st</sup>	Pay Process Date (10/1-10/15 Pay Period)
<b>November 2016</b>	<b>Action/Notice</b>
3 <sup>rd</sup>	Voucher Submission Deadline (10/16-10/31 Pay Period)
11 <sup>th</sup>	Holiday
16 <sup>th</sup>	Pay Process Date (10/16-10/31 Pay Period)
18 <sup>th</sup>	Voucher Submission Deadline (11/1-11/15 Pay Period)
24 <sup>th</sup>	Holiday
25 <sup>th</sup>	Holiday
<b>December 2016</b>	<b>Action/Notice</b>
2 <sup>nd</sup>	Pay Process Date (11/1-11/15 Pay Period)
5 <sup>th</sup>	Voucher Submission Deadline (11/16-11/30 Pay Period)
15 <sup>th</sup>	Pay Process Date (11/16-11/30 Pay Period)

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## HCW PAYROLL CALENDAR FOR 2016-2017

20 <sup>th</sup>	Voucher Submission Deadline (12/1-12/15 Pay Period)
26 <sup>th</sup>	Holiday
<b>January 2017</b>	<b>Action/Notice</b>
2 <sup>nd</sup>	Holiday
3 <sup>rd</sup>	Pay Process Date (12/1-12/15 Pay Period)
5 <sup>th</sup>	Voucher Submission Deadline (12/16-12/31 Pay Period)
16 <sup>th</sup>	Holiday
18 <sup>th</sup>	Pay Process Date (12/16-12/31 Pay Period)
19 <sup>th</sup>	Voucher Submission Deadline (1/1-1/15 Pay Period)
31 <sup>st</sup>	Pay Process Date (1/1-1/15 Pay Period)
<b>February 2017</b>	<b>Action/Notice</b>
3 <sup>rd</sup>	Voucher Submission Deadline (1/16-1/31 Pay Period)
15 <sup>th</sup>	Pay Process Date (1/16-1/31 Pay Period)
20 <sup>th</sup>	Holiday
21 <sup>st</sup>	Voucher Submission Deadline (2/1-2/15 Pay Period)
<b>March 2017</b>	<b>Action/Notice</b>
3 <sup>rd</sup>	Pay Process Date (2/1-2/15 Pay Period <b>AND</b> Voucher Submission Deadline (2/16-2/28 Pay Period)
15 <sup>th</sup>	Pay Process Date (2/16-2/28 Pay Period)
20 <sup>th</sup>	Voucher Submission Deadline (3/1-3/15 Pay Period)
30 <sup>th</sup>	Pay Process Date (3/1-3/15 Pay Period)
<b>April 2017</b>	<b>Action/Notice</b>
5 <sup>th</sup>	Voucher Submission Deadline (3/16-3/31 Pay Period)
17 <sup>th</sup>	Pay Process Date (3/16-3/31 Pay Period)
19 <sup>th</sup>	Voucher Submission Deadline (4/1-4/15 Pay Period)
<b>May 2017</b>	<b>Action/Notice</b>
1 <sup>st</sup>	Pay Process Date (4/1-4/15 Pay Period)
3 <sup>rd</sup>	Voucher Submission Deadline (4/16-4/30 Pay Period)
15 <sup>th</sup>	Pay Process Date (4/16-4/30 Pay Period)
18 <sup>th</sup>	Voucher Submission Deadline (5/1-5/15 Pay Period)
29 <sup>th</sup>	Holiday
31 <sup>st</sup>	Pay Process Date (5/1-5/15 Pay Period)
<b>June 2017</b>	<b>Action/Notice</b>
5 <sup>th</sup>	Voucher Submission Deadline (5/16-5/31 Pay Period)

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## HCW PAYROLL CALENDAR FOR 2016-2017

15 <sup>th</sup>	Pay Process Date (5/16-5/31 Pay Period)
20 <sup>th</sup>	Voucher Submission Deadline (6/1-6/15 Pay Period)
30 <sup>th</sup>	Pay Process Date (6/1-6/15 Pay Period)
<b>July 2017</b>	<b>Action/Notice</b>
4 <sup>th</sup>	Holiday
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15 <sup>th</sup>	Pay Process Date (11/16-11/30 Pay Period)
20 <sup>th</sup>	Voucher Submission Deadline (12/1-12/15 Pay Period)

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