

HCW PAYROLL CALENDAR FOR 2016-2019

January 2016	Action/Notice
1 st	Holiday
18 th	Holiday
21 st	Voucher Submission Deadline (1/1-1/15 Pay Period)
February 2016	Action/Notice
2 nd	Pay Process Date (1/1-1/15 Pay Period)
3 rd	Voucher Submission Deadline (1/16-1/31 Pay Period)
15 th	Holiday
16 th	Pay Process Date (1/16-1/31 Pay Period)
18 th	Voucher Submission Deadline (2/1-2/15 Pay Period)
March 2016	Action/Notice
1 st	Pay Process Date (2/1-2/15 Pay Period)
3 rd	Voucher Submission Deadline (2/16-2/29 Pay Period)
15 th	Pay Process Date (2/16-2/29 Pay Period)
18 th	Voucher Submission Deadline (3/1-3/15 Pay Period)
30 th	Pay Process Date (3/1-3/15 Pay Period)
April 2016	Action/Notice
5 th	Voucher Submission Deadline (3/16-3/31 Pay Period)
15 th	Pay Process Date (3/16-3/31 Pay Period)
20 th	Voucher Submission Deadline (4/1-4/15 Pay Period)
May 2016	Action/Notice
2 nd	Pay Process Date (4/1-4/15 Pay Period)
4 th	Voucher Submission Deadline (4/16-4/30 Pay Period)
16 th	Pay Process Date (4/16-4/30 Pay Period)
18 th	Voucher Submission Deadline (5/1-5/15 Pay Period)
30 th	Holiday
31 st	Pay Process Date (5/1-5/15 Pay Period)
June 2016	Action/Notice
3 rd	Voucher Submission Deadline (5/16-5/31 Pay Period)
15 th	Pay Process Date (5/16-5/31 Pay Period)
20 th	Voucher Submission Deadline (6/1-6/15 Pay Period)
30 th	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 2016-2019

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

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15 th	Pay Process Date (11/16-11/30 Pay Period)
20 th	Voucher Submission Deadline (12/1-12/15 Pay Period)
26 th	Holiday
January 2017	Action/Notice
2 nd	Holiday
3 rd	Pay Process Date (12/1-12/15 Pay Period)
5 th	Voucher Submission Deadline (12/16-12/31 Pay Period)
16 th	Holiday
18 th	Pay Process Date (12/16-12/31 Pay Period)
19 th	Voucher Submission Deadline (1/1-1/15 Pay Period)
31 st	Pay Process Date (1/1-1/15 Pay Period)
February 2017	Action/Notice
3 rd	Voucher Submission Deadline (1/16-1/31 Pay Period)
15 th	Pay Process Date (1/16-1/31 Pay Period)
20 th	Holiday
21 st	Voucher Submission Deadline (2/1-2/15 Pay Period)
March 2017	Action/Notice
3 rd	Pay Process Date (2/1-2/15 Pay Period) AND Voucher Submission Deadline (2/16-2/28 Pay Period)
15 th	Pay Process Date (2/16-2/28 Pay Period)
20 th	Voucher Submission Deadline (3/1-3/15 Pay Period)
30 th	Pay Process Date (3/1-3/15 Pay Period)
April 2017	Action/Notice
5 th	Voucher Submission Deadline (3/16-3/31 Pay Period)
17 th	Pay Process Date (3/16-3/31 Pay Period)
19 th	Voucher Submission Deadline (4/1-4/15 Pay Period)
May 2017	Action/Notice
1 st	Pay Process Date (4/1-4/15 Pay Period)
3 rd	Voucher Submission Deadline (4/16-4/30 Pay Period)
15 th	Pay Process Date (4/16-4/30 Pay Period)
18 th	Voucher Submission Deadline (5/1-5/15 Pay Period)
29 th	Holiday
31 st	Pay Process Date (5/1-5/15 Pay Period)

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HCW PAYROLL CALENDAR FOR 2016-2019

June 2017	Action/Notice
5 th	Voucher Submission Deadline (5/16-5/31 Pay Period)
15 th	Pay Process Date (5/16-5/31 Pay Period)
20 th	Voucher Submission Deadline (6/1-6/15 Pay Period)
30 th	Pay Process Date (6/1-6/15 Pay Period)
July 2017	Action/Notice
4 th	Holiday
6 th	Voucher Submission Deadline (6/16-6/30 Pay Period)
18 th	Pay Process Date (6/16-6/30 Pay Period)
19 th	Voucher Submission Deadline (7/1-7/15 Pay Period)
31 st	Pay Process Date (7/1-7/15 Pay Period)
August 2017	Action/Notice
3 rd	Voucher Submission Deadline (7/16-7/31 Pay Period)
15 th	Pay Process Date (7/16-7/31 Pay Period)
18 th	Voucher Submission Deadline (8/1-8/15 Pay Period)
30 th	Pay Process Date (8/1-8/15 Pay Period)
September 2017	Action/Notice
4 th	Holiday
6 th	Voucher Submission Deadline (8/16-8/31 Pay Period)
18 th	Pay Process Date (8/16-8/31 Pay Period)
20 th	Voucher Submission Deadline (9/1-9/15 Pay Period)
October 2017	Action/Notice
2 nd	Pay Process Date (9/1-9/15 Pay Period)
4 th	Voucher Submission Deadline (9/16-9/30 Pay Period)
9 th	Holiday
17 th	Pay Process Date (9/16-9/30 Pay Period)
18 th	Voucher Submission Deadline (10/1-10/15 Pay Period)
30 th	Pay Process Date (10/1-10/15 Pay Period)
November 2017	Action/Notice
3 rd	Voucher Submission Deadline (10/16-10/31 Pay Period)
10 th	Holiday
16 th	Pay Process Date (10/16-10/31 Pay Period)
20 th	Voucher Submission Deadline (11/1-11/15 Pay Period)

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23 rd	Holiday
24 th	Holiday
December 2017	Action/Notice
4 th	Pay Process Date (11/1-11/15 Pay Period)
5 th	Voucher Submission Deadline (11/16-11/30 Pay Period)
15 th	Pay Process Date (11/16-11/30 Pay Period)
20 th	Voucher Submission Deadline (12/1-12/15 Pay Period)
January 2018	Action/Notice
1 st	Holiday
3 rd	Pay Process Date (12/1-12/15 Pay Period)
4 th	Voucher Submission Deadline (12/16-12/31 Pay Period)
15 th	Holiday
17 th	Pay Process Date (12/16-12/31 Pay Period)
18 th	Voucher Submission Deadline (1/1-1/15 Pay Period)
30 th	Pay Process Date (1/1-1/15 Pay Period)
February 2018	Action/Notice
5 th	Voucher Submission Deadline (1/16-1/31 Pay Period)
15 th	Pay Process Date (1/16-1/31 Pay Period)
19 th	Holiday
21 st	Voucher Submission Deadline (2/1-2/15 Pay Period)
March 2018	Action/Notice
5 th	Pay Process Date (2/1-2/15 Pay Period) AND Voucher Submission Deadline (2/16-2/28 Pay Period)
15 th	Pay Process Date (2/16-2/28 Pay Period)
20 th	Voucher Submission Deadline (3/1-3/15 Pay Period)
30 th	Pay Process Date (3/1-3/15 Pay Period)
April 2018	Action/Notice
4 th	Voucher Submission Deadline (3/16-3/31 Pay Period)
16 th	Pay Process Date (3/16-3/31 Pay Period)
18 th	Voucher Submission Deadline (4/1-4/15 Pay Period)
30 th	Pay Process Date (4/1-4/15 Pay Period)
May 2018	Action/Notice
3 rd	Voucher Submission Deadline (4/15-4/30 Pay Period)

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18 th	Voucher Submission Deadline (5/1-5/15 Pay Period)
28 th	Holiday
31 st	Pay Process Date (5/1-5/15 Pay Period)
June 2018	Action/Notice
5 th	Voucher Submission Deadline (5/16-5/31 Pay Period)
15 th	Pay Process Date (5/16-5/31 Pay Period)
20 th	Voucher Submission Deadline (6/1-6/15 Pay Period)
July 2018	Action/Notice
2 nd	Pay Process Date (6/1-6/15 Pay Period)
4 th	Holiday
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- The current Collective Bargaining Agreement (CBA) ends July 2019.

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