

2016 Rice Payroll Calendar

October 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1 SM – 19 STARTS GR – 19 STARTS B2-20 ENDS
2 B2-21 STARTS	3 B2 -20 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	4	5 B2-21 PAPERWORK DUE TO HR	6	7 B2 – 20 PAYDAY	8
9	10	11	12	13	14 SM – 19 PAYDAY GR – 19 PAYDAY SM – 20 PAPERWORK DUE TO HR	15 SM – 19 ENDS GR – 19 ENDS B2-21 ENDS
16 SM-20 STARTS GR-20 STARTS B2-22 STARTS	17 B2 - 21 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	18	19 B-22 PAPERWORK DUE TO HR	20	21 B2 – 21 PAYDAY	22
23	24	25	26	27	28	29 B2 – 22 ENDS
30 B2-23 STARTS	31 SM – 20 ENDS / GR – 20 ENDS SM – 20 PAYDAY / GR – 20 PAYDAY SM – 21 PAPERWORK DUE TO HR B2 -20 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M					

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November 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 SM – 21 STARTS GR – 21 STARTS	2 B-23 PAPERWORK DUE TO HR	3	4 B2 – 22 PAYDAY	5
6	7	8	9	10	11	12 B2-23 ENDS
13 B2-24 STARTS	14 B2 - 23 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	15 SM – 21 ENDS GR – 21 ENDS SM-21 PAYDAY GR – 21 PAYDAY SM – 22 PAPERWORK DUE TO HR	16 SM – 22 STARTS GR – 22 STARTS B-24 PAPERWORK DUE TO HR	17	18 B2 – 23 PAYDAY	19
20	21	22	23	24 THANKSGIVING HOLIDAY	25 THANKSGIVING HOLIDAY	26 B2-24 ENDS
27 B2-25 STARTS	28 B2 - 24 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	29	30 SM – 22 ENDS GR – 22 ENDS SM-22 PAYDAY GR – 22 PAYDAY SM – 23 PAPERWORK DUE TO HR B-25 PAPERWORK DUE TO HR			

2016 Rice Payroll Calendar

December 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1 SM – 23 STARTS GR – 23 STARTS	2 B2 – 24 PAYDAY	3
4	5	6	7	8	9	10 B2-25 ENDS
11 B2-26 STARTS	12 B2 - 25 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	13	14 B-26 PAPERWORK DUE TO HR	15 SM – 23 ENDS GR – 23 ENDS SM-23 PAYDAY GR – 23 PAYDAY SM – 24 PAPERWORK DUE TO HR	16 SM – 24 STARTS GR – 24 STARTS B2 – 25 PAYDAY	17
18	19	20	21 B2 - 26 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	22	23	24 B2-26 ENDS
25 B2-1 STARTS	26 CHRISTMAS HOLIDAY OBSERVED	27 WINTER RECESS	28 WINTER RECESS	29 WINTER RECESS	30 SM-24 PAYDAY GR – 24 PAYDAY B2 – 26 PAYDAY WINTER RECESS	31 SM – 24 ENDS GR – 24 ENDS