

Shoreline Community College  
**January – December 2016 Payroll Deadlines**

	EARNINGS PERIOD	✓ PERSONNEL ACTION (PA) ✓ HIRING DOCUMENTS  <u>DUE IN HR</u>	✓ HOURLY TIMESHEETS ✓ OVERTIME/LEAVE SLIPS  <u>DUE IN TLR</u> <u>(OT FORMS TO HR)</u>	PAY DATE
12B	December 16 <sup>th</sup> – 31 <sup>st</sup>	December 30	December 31*	January 11
01A	January 1 <sup>st</sup> – 15 <sup>th</sup>	January 13	January 15*	January 25
01B	January 16 <sup>th</sup> – 31 <sup>st</sup>	January 29	February 1	February 10
02A	February 1 <sup>st</sup> – 15 <sup>th</sup>	February 12	February 16	February 25
02B	February 16 <sup>th</sup> – 28 <sup>th</sup>	February 26	March 1	March 10
03A	March 1 <sup>st</sup> – 15 <sup>th</sup>	March 14	March 16	March 25
03B	March 16 <sup>th</sup> – 31 <sup>st</sup>	March 29	April 1	April 11
04A	April 1 <sup>st</sup> – 15 <sup>th</sup>	April 13	April 15*	April 25
04B	April 16 <sup>th</sup> – 30 <sup>th</sup>	April 28	May 2	May 10
05A	May 1 <sup>st</sup> – 15 <sup>th</sup>	May 13	May 16	May 25
05B	May 16 <sup>th</sup> – 31 <sup>st</sup>	May 31	June 1	June 10
06A	June 1 <sup>st</sup> – 15 <sup>th</sup>	June 14	June 16	June 24
06B	June 16 <sup>th</sup> – 30 <sup>th</sup>	June 29	June 30* FY 14/15 End	July 11
071	June 16 <sup>th</sup> – 30 <sup>th</sup>	June 30	June 30* FY 15/16 Begin	July 11
07A	July 1 <sup>st</sup> – 15 <sup>th</sup>	July 13	July 15*	July 25
07B	July 16 <sup>th</sup> – 31 <sup>st</sup>	July 28	August 1	August 10
08A	August 1 <sup>st</sup> – 15 <sup>th</sup>	August 12	August 16	August 25
08B	August 16 <sup>th</sup> – 31 <sup>st</sup>	August 29	August 31*	September 9
09A	September 1 <sup>st</sup> – 15 <sup>th</sup>	September 14	September 16	September 26
09B	September 16 <sup>th</sup> – 30 <sup>th</sup>	September 28	September 30*	October 7
10A	October 1 <sup>st</sup> – 15 <sup>th</sup>	October 13	October 17	October 25
10B	October 16 <sup>th</sup> – 31 <sup>st</sup>	October 28	November 1	November 10
11A	November 1 <sup>st</sup> – 15 <sup>th</sup>	November 13	November 15*	November 23
11B	November 16 <sup>th</sup> – 30 <sup>th</sup>	November 29	December 1	December 9
12A	December 1 <sup>st</sup> – 15 <sup>th</sup>	December 13	December 15*	December 23
12B	December 16 <sup>th</sup> – 31 <sup>st</sup>	December 28	December 30*	January 10

*\*Payroll processing cutoffs mandate earlier document submission.*

**Please Note:**

1. Submit documents completed with appropriate employee/supervisor signature approvals.
2. Incomplete or inaccurate documents will be returned to the department and may cause a delay in payment.
3. **Documents turned in after the payroll deadline will not be paid until the next pay date.**
4. Late documents will require a written explanation from the supervisor for the delay.

*RCW 42.16.010 establishes semi-monthly pay periods as a basis for paying all state officers and employees. The first pay period is from the 1<sup>st</sup> – 15<sup>th</sup> of the month. The second pay period is from the 16<sup>th</sup> through the last calendar day of the month. Actual Paydates are lagged but cannot be later than 10 days following the close of each pay period, except when the paydate falls on a Sunday. In this case, the paydate is the following Monday. The Office of Financial Management (OFM) establishes Paydates through WAC 82-50-021.*