

## OHIO UNIVERSITY CALENDAR FOR 2016-2017 BI-WEEKLY PAYROLLS

PAY PERIOD #	**PAY PERIOD**		REMAINING PAYS	WORKFORCE	CHECK DATE
	<u>BEGINNING</u>	<u>ENDING</u>		ONLINE TIME REPORTING <u>APPROVALS DUE FOR PAYROLL</u>	
1	06/12/16	- 06/25/16	25	06/28/16	07/06/16
2	06/26/16	- 07/09/16	24	07/12/16	07/20/16
3	07/10/16	- 07/23/16	23	07/26/16	08/03/16
4	07/24/16	- 08/06/16	22	08/09/16	08/17/16
5	08/07/16	- 08/20/16	21	08/23/16	08/31/16
6	08/21/16	- 09/03/16	20	09/06/16	09/14/16
7	09/04/16	- 09/17/16	19	09/20/16	09/28/16
8	09/18/16	- 10/01/16	18	10/04/16	10/12/16
9	10/02/16	- 10/15/16	17	10/18/16	10/26/16
10	10/16/16	- 10/29/16	16	11/01/16	11/09/16
11	10/30/16	- 11/12/16	15	11/15/16	11/23/16
12	11/13/16	- 11/26/16	14	11/29/16	12/07/16
13	11/27/16	- 12/10/16	13	12/13/16	12/21/16
14	12/11/16	- 12/24/16	12	12/24/16	a&B 01/04/17
15	12/25/16	- 01/07/17	11	01/10/17	01/18/17
16	01/08/17	- 01/21/17	10	01/24/17	02/01/17
17	01/22/17	- 02/04/17	9	02/07/17	02/15/17
18	02/05/17	- 02/18/17	8	02/21/17	03/01/17
19	02/19/17	- 03/04/17	7	03/07/17	03/15/17
20	03/05/17	- 03/18/17	6	03/21/17	03/29/17
21	03/19/17	- 04/01/17	5	04/04/17	04/12/17
22	04/02/17	- 04/15/17	4	04/18/17	04/26/17
23	04/16/17	- 04/29/17	3	05/02/17	05/10/17
24	04/30/17	- 05/13/17	2	05/16/17	05/24/17
25	05/14/17	- 05/27/17	1	05/30/17	06/07/17
26	05/28/17	- 06/10/17	0	06/13/17	06/21/17

**A- DAY EARLIER THAN NORMAL**  
**a- 3 DAYS EARLIER THAN NORMAL -WBC**

**B-LAST NORMAL WORKDAY OF PAY PERIOD**

<b>IMPORTANT PAYROLL INFORMATION AND DATES FOR 2016-2017</b>
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**DEADLINES FOR PAYROLL SUBMISSION ARE AS FOLLOWS:**

FOR BIWEEKLY PAYS - THE TUESDAY FOLLOWING THE END OF THE PAY PERIOD  
(EXCEPT FOR HOLIDAY PERIODS)

FOR SEMIMONTHLY PAYS - DUE ON THE 1st FOR THE 15TH PAY PERIOD  
DUE ON THE 15th FOR THE LAST DAY OF MONTH PAY PERIOD

**UNIVERSITY HOLIDAYS OBSERVED 2016-2017:**

JULY 4 2016	4TH OF JULY
SEPTEMBER 5 2016	LABOR DAY
NOVEMBER 11 2016	VETERANS DAY
NOVEMBER 24 & 25 2016	THANKSGIVING & COLUMBUS DAY
DECEMBER 26 & 27 2016	CHRISTMAS & PRESIDENTS DAY
DECEMBER 28, 29, 30	WINTER CLOSURE DAYS
JANUARY 2, 2017	NEW YEAR'S DAY JAN 1, 2017
JANUARY 16 2017	MARTIN LUTHER KING DAY
MAY 29, 2017	MEMORIAL DAY

**2016-2017 TAX WITHHOLDING SCHEDULE FOR TAXABLE FEE WAIVERS**

	<u>SEMI-MONTHLY</u>	<u>BI-WEEKLY</u>
SUMMER	8/15, 8/31, 9/15, 9/30	8/3, 8/17, 8/31, 9/14
FALL SEMESTER	10/15, 10/31, 11/15, 11/30	10/12, 10/26, 11/9, 11/23
SPRING SEMESTER	2/15, 2/28, 3/15, 3/31	2/15, 3/1, 3/15, 3/29

FEE WAIVERS FOR SPOUSES AND DEPENDENTS ARE TAXABLE INCOME AND SUBJECT TO WITHHOLDING OF FEDERAL, STATE AND CITY INCOME TAXES. FULL WAIVERS WILL BE SPLIT OVER 4 PAYS. HALF WAIVERS WILL BE SPLIT OVER 2 PAYS.

**PAYROLL WEB PAGE ADDRESS**

*[ohio.edu/finance/payroll](http://ohio.edu/finance/payroll)*