

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

IMPORTANT PAYROLL INFORMATION AND DATES FOR 2016-2017
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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