

THIS CALENDAR IS FOR CENTRAL USE ONLY
PPS Deadlines
January-December 2016 Last updated 12/22/2016
Campus Shared Service clients should refer to CSS deadlines

CYCLE	PAY CYCLE END DATE	HCM FINAL TO SET UP ROSTER FOR BEGINNING OF CYCLE	TIME/LEAVE ROSTERS AVAILABLE	CALTIME TIMEKEEPER SIGN OFF (Check MO)	AYSO FINAL DEADLINE	HCM FINAL UPDATE FOR PAY POSITIVE TIME EMPLOYEES (For Manual Pay)	HCM FINAL UPDATE FOR PAY EXCEPTION TIME EMPLOYEES	OPTRS FINAL DEADLINE	CHECK DATE	PPP5302 LEDGER MONTH
B1	01/02/16	12/18/15	12/22/15	01/06/16	01/6/16 (3PM)	01/06/16	N/A	01/07/16	01/13/16	JANUARY
B2	01/16/16	01/12/16	01/14/16	01/20/16	01/20/16 (3PM)	01/20/16	N/A	01/21/16	01/27/16	
MO	01/31/16	01/13/16	01/15/16	02/16/16	01/22/16 (3PM)	01/22/16	01/25/16	01/25/16	02/01/16	
B1	01/30/16	01/26/16	01/28/16	02/02/16	02/02/16 (3PM)	02/02/16	N/A	02/03/16	02/10/16	
B2	02/13/16	02/09/16	02/11/16	02/17/16	02/17/16 (3PM)	02/17/16	N/A	02/18/16	02/24/16	FEBRUARY
MO	02/29/16	02/11/16	02/16/16	03/16/16	02/22/16 (3PM)	02/22/16	02/23/16	02/23/16	03/01/16	
B1	02/27/16	02/23/16	02/25/16	03/01/16	03/01/16 (3PM)	03/01/16	N/A	03/02/16	03/09/16	
B2	03/12/16	03/08/16	03/10/16	03/16/16	03/16/16 (3PM)	03/16/16	N/A	03/17/16	03/23/16	MARCH
MO	03/31/16	03/15/16	03/17/16	04/18/16	03/23/16 (3PM)	03/23/16	03/24/16	03/24/16	04/01/16	
B1	03/26/16	03/22/16	03/24/16	03/30/16	03/30/16 (3PM)	03/30/16	N/A	03/31/16	04/06/16	
B2	04/09/16	04/05/16	04/07/16	04/13/16	04/13/16 (3PM)	04/13/16	N/A	04/14/16	04/20/16	APRIL
MO	04/30/16	04/13/16	04/15/16	05/16/16	04/20/16 (3PM)	04/21/16	04/22/16	04/22/16	04/29/16	
B1	04/23/16	04/19/16	04/21/16	04/27/16	04/27/16 (3PM)	04/27/16	N/A	04/28/16	05/04/16	
B2	05/07/16	05/03/16	05/05/16	05/11/16	05/11/16 (3PM)	05/11/16	N/A	05/12/16	05/18/16	MAY
MO	05/31/16	05/12/16	05/16/16	06/16/16	05/20/16 (3PM)	05/20/16	05/23/16	05/23/16	06/01/16	
B1	05/21/16	05/17/16	05/19/16	05/24/16	05/24/16 (3PM)	05/24/16	N/A	05/25/16	06/01/16	
B2	06/04/16	05/31/16	06/02/16	06/08/16	06/08/16 (3PM)	06/08/16	N/A	06/09/16	06/15/16	JUNE
B1	06/18/16	06/14/16	06/16/16	06/22/16	06/22/16 (3PM)	06/22/16	N/A	06/23/16	06/29/16	
MO	06/30/16	06/15/16	06/17/16	07/18/16	06/23/16 (3PM)	06/23/16	06/24/16	06/24/16	07/01/16	
B2	07/02/16	06/28/16	06/30/16	07/06/16	07/06/16 (3PM)	07/06/16	N/A	07/07/16	07/13/16	JULY
B1	07/16/16	07/12/16	07/14/16	07/20/16	07/20/16 (3PM)	07/20/16	N/A	07/21/16	07/27/16	
MO	07/31/16	07/14/16	07/18/16	08/16/16	07/22/16 (3PM)	07/22/16	07/25/16	07/25/16	08/01/16	
B2	07/30/16	07/26/16	07/28/16	08/02/16	08/02/16 (3PM)	08/02/16	N/A	08/03/16	08/10/16	AUGUST
B1	08/13/16	08/09/16	08/11/16	08/17/16	08/17/16 (3PM)	08/17/16	N/A	08/18/16	08/24/16	
MO	08/31/16	08/16/16	08/18/16	09/16/16	08/24/16 (3PM)	08/24/16	08/25/16	08/25/16	09/01/16	
B2	08/27/16	08/23/16	08/25/16	08/30/16	08/30/16 (3PM)	08/30/16	N/A	08/31/16	09/07/16	SEPTEMBER
B1	09/10/16	09/06/16	09/08/16	09/14/16	09/14/16 (3PM)	09/14/16	N/A	09/15/16	09/21/16	
MO	09/30/16	09/14/16	09/16/16	10/17/16	09/22/16 (3PM)	09/22/16	09/23/16	09/23/16	09/30/16	
B2	09/24/16	09/20/16	09/22/16	09/28/16	9/28/2016 (3PM)	09/28/16	N/A	09/29/16	10/05/16	

CYCLE	PAY CYCLE END DATE	HCM FINAL TO SET UP ROSTER FOR BEGINNING OF CYCLE	TIME/LEAVE ROSTERS AVAILABLE	CALTIME TIMEKEEPER SIGN OFF (Check MO)	AYSO FINAL DEADLINE	HCM FINAL UPDATE FOR PAY POSITIVE TIME EMPLOYEES (For Manual Pay)	HCM FINAL UPDATE FOR PAY EXCEPTION TIME EMPLOYEES	OPTRS FINAL DEADLINE	CHECK DATE	PPP5302 LEDGER MONTH
B1	10/08/16	10/04/16	10/06/16	10/12/16	10/12/16 (3PM)	10/12/16	N/A	10/13/16	10/19/16	OCTOBER
MO	10/31/16	10/14/16	10/18/16	11/16/16	10/24/16 (3PM)	10/24/16	10/25/16	10/25/16	11/01/16	
B2	10/22/16	10/18/16	10/20/16	10/26/16	10/26/16 (3PM)	10/26/16	N/A	10/27/16	11/02/16	
B1	11/05/16	11/01/16	11/03/16	11/08/16	11/08/16 (3PM)	11/08/16	N/A	11/09/16	11/16/16	NOVEMBER
MO	11/30/16	11/09/16	11/14/16	12/13/16	11/18/16 (3PM)	11/18/16	11/21/16	11/21/16	12/01/16	
B2	11/19/16	11/14/16	11/16/16	11/21/16 after <u>Noon</u>	11/21/16 (3PM)	11/21/16	N/A	11/22/16	11/30/16	
B1	12/03/16	11/29/16	12/01/16	12/07/16	12/07/16 (3PM)	12/07/16	N/A	12/08/16	12/14/16	DECEMBER
B2	12/17/16	12/08/16	12/12/16	12/16/16	12/16/16 (3PM)	12/16/16	N/A	12/19/16	12/28/16	
MO	12/31/16	12/13/16	12/15/16	01/13/17	12/21/16 (3PM)	12/21/16	12/22/16	12/22/16	01/03/17	
B1	12/31/16	12/20/16	12/22/16	01/04/17	01/04/17 (3PM)	01/04/17	N/A	01/05/17	01/11/17	

Produced by the Controllers Office | Central Payroll Department