### IRIS Biweekly Payroll Schedule for Jul - Dec 2016

#### Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

<table>
<thead>
<tr>
<th>Documents MUST be received in Compensation before Wednesday 5:00 PM</th>
<th>Data and Time Input MUST be entered before Thursday 5:00 PM</th>
<th>Corrections and Other Data MUST be entered before Sunday 5:00 PM***</th>
<th>Departments have until 5:00 PM on Monday for the biweekly payrolls</th>
<th>Payroll Period Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Weekly Date</td>
<td>Bi-Weekly Date</td>
<td>Bi-Weekly Date</td>
<td>Bi-Weekly Date</td>
<td>Begin</td>
</tr>
<tr>
<td>7/20/2016</td>
<td>7/21/2016</td>
<td>7/24/2016</td>
<td>7/25/2016</td>
<td>7/10</td>
</tr>
<tr>
<td>8/17/2016</td>
<td>8/18/2016</td>
<td>8/21/2016</td>
<td>8/22/2016</td>
<td>8/7</td>
</tr>
<tr>
<td>10/12/2016</td>
<td>10/13/2016</td>
<td>10/16/2016</td>
<td>10/17/2016</td>
<td>10/2</td>
</tr>
</tbody>
</table>

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### IRIS Monthly Payroll Schedule for Jul - Dec 2016

#### Time Load, Time Transfer, and Time Evaluation MUST be run EACH day

<table>
<thead>
<tr>
<th>Documents MUST be received in Compensation before 5:00 PM</th>
<th>Data and Time Input MUST be entered before 5:00 PM</th>
<th>Corrections and Other Data MUST be entered before 5:00 PM***</th>
<th>Corrections and Other Data MUST be entered before 5:00 PM</th>
<th>Payroll Period Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Date</td>
<td>Monthly Date</td>
<td>Monthly Date</td>
<td>Monthly Date</td>
<td>Begin</td>
</tr>
<tr>
<td>7/14/2016</td>
<td>7/15/2016</td>
<td>7/18/2016</td>
<td>7/19/2016</td>
<td>7/1</td>
</tr>
<tr>
<td>8/11/2016</td>
<td>8/12/2016</td>
<td>8/15/2016</td>
<td>8/16/2016</td>
<td>8/1</td>
</tr>
<tr>
<td>10/19/2016</td>
<td>10/20/2016</td>
<td>10/21/2016</td>
<td>10/24/2016</td>
<td>10/1</td>
</tr>
<tr>
<td>12/15/2016</td>
<td>12/16/2016</td>
<td>12/19/2016</td>
<td>12/20/2016</td>
<td>12/1</td>
</tr>
</tbody>
</table>

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*Between payroll processing of preliminary run through finalizing process, salary and benefit encumberance reporting will be inaccurate*

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last updated 10/8/2015