

Department of Accounts Payroll Service Bureau

2016 Paperwork Submission Schedule

Payroll Certification Dates and CIPPS Leave Keying Deadlines for Semi-Monthly Payrolls

Pay Period	Payroll Submission Deadline	Payroll Certification Deadline	CIPPS Leave Submission Deadline	CIPPS Leave Keying Deadline	Semi-Monthly Payday
12/25/2015 - 01/09/2016	01/04/16	01/08/16	01/08/16	01/13/16	01/14/16
01/10/2016 - 01/24/2016	01/20/16	01/26/16	01/26/16	01/29/16	02/01/16
01/25/2016 - 02/09/2016	02/03/16	02/09/16	02/09/16	02/12/16	02/16/16
02/10/2016 - 02/24/2016	02/18/16	02/24/16	02/24/16	02/29/16	03/01/16
02/25/2016 - 03/09/2016	03/04/16	03/10/16	03/10/16	03/15/16	03/16/16
03/10/2016 - 03/24/2016	03/21/16	03/25/16	03/25/16	03/30/16	03/31/16
03/25/2016 - 04/09/2016	04/05/16	04/11/16	04/11/16	04/14/16	04/15/16
04/10/2016 - 04/24/2016	04/19/16	04/25/16	04/25/16	04/28/16	04/29/16
04/25/2016 - 05/09/2016	05/04/16	05/10/16	05/10/16	05/13/16	05/16/16
05/10/2016 - 05/24/2016	05/19/16	05/25/16	05/25/16	05/31/16	06/01/16
05/25/2016 - 06/09/2016	06/06/16	06/10/16	06/10/16	06/15/16	06/16/16
06/10/2016 - 06/24/2016	06/21/16	06/27/16	06/27/16	06/30/16	07/01/16
06/25/2016 - 07/09/2016	07/05/16	07/11/16	07/11/16	07/14/16	07/15/16
07/10/2016 - 07/24/2016	07/20/16	07/26/16	07/26/16	07/29/16	08/01/16
07/25/2016 - 08/09/2016	08/04/16	08/10/16	08/10/16	08/15/16	08/16/16
08/10/2016 - 08/24/2016	08/22/16	08/26/16	08/26/16	08/31/16	09/01/16
08/25/2016 - 09/09/2016	09/06/16	09/12/16	09/12/16	09/15/16	09/16/16
09/10/2016 - 09/24/2016	09/20/16	09/26/16	09/26/16	09/29/16	09/30/16
09/25/2016 - 10/09/2016	10/03/16	10/07/16	10/07/16	10/13/16	10/14/16
10/10/2016 - 10/24/2016	10/20/16	10/26/16	10/26/16	10/31/16	11/01/16
10/25/2016 - 11/09/2016	11/03/16	11/09/16	11/09/16	11/15/16	11/16/16
11/10/2016 - 11/24/2016	11/16/16	11/23/16	11/23/16	11/30/16	12/01/16
11/25/2016 - 12/09/2016	12/06/16	12/12/16	12/12/16	12/15/16	12/16/16
12/10/2016 - 12/24/2016	12/16/16	12/22/16	12/22/16	12/29/16	12/30/16