

2016 Rice Payroll Calendar

January 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
					1 NEW YEAR'S DAY HOLIDAY SM-1 STARTS GR-1 STARTS	2
3	4	5	6	7	8	9 B2-1 ENDS
10 B2-2 STARTS	11 B2 -1 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	12	13 B2-2 PAPERWORK DUE TO HR	14	15 SM-1 ENDS GR - 1 ENDS SM -1 PAYDAY GR-1 PAYDAY SM-2 PAPERWORK DUE TO HR B2 - 1 PAYDAY	16 SM-2 STARTS GR - 2 STARTS
17	18 MLK HOLIDAY	19	20	21	22	23 B2 - 2 ENDS
24 B2 - 3 STARTS	25 B2 -2 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	26	27 B2-3 PAPERWORK DUE TO HR	28	29 SM -2 PAYDAY GR - 2 PAYDAY SM-3 PAPERWORK DUE TO HR B2 - 2 PAYDAY	30
31 SM - 2 ENDS GR - 2 ENDS						

2016 Rice Payroll Calendar

February 2016

SUN	MON	TUES	WED	THUR	FRI	SAT
	1 SM - 3 STARTS GR - 3 STARTS	2	3	4	5	6 B2 - 3 ENDS
7 B2 - 4 STARTS	8 B2 - 3 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	9	10 B2-4 PAPERWORK DUE TO HR	11	12 B2 - 3 PAYDAY SM-3 PAYDAY GR - 3 PAYDAY	13
14	15 SM-3 ENDS GR - 3 ENDS SM-4 PAPERWORK DUE TO HR	16 SM - 4 STARTS GR - 4 STARTS	17	18	19	20 B2 - 4 ENDS
21 B2 - 5 STARTS	22 B2 - 4 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	23	24 B2-5 PAPERWORK DUE TO HR	25	26 B2 - 4 PAYDAY	27
28	29 SM - 4 ENDS GR - 4 ENDS SM - 4 PAYDAY GR - 4 PAYDAY SM-5 PAPERWORK DUE TO HR					

2016 Rice Payroll Calendar

March 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 SM – 5 STARTS GR – 5 STARTS	2	3	4	5 B2 – 5 ENDS
6 B2 – 6 STARTS	7 B2 -5 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	8	9 B2-6 PAPERWORK DUE TO HR	10	11 B2 -5 PAYDAY	12
13	14	SM – 5 ENDS GR – 5 ENDS SM – 5 PAYDAY GR – 5 PAYDAY SM-6 PAPERWORK DUE TO HR	SM – 6 STARTS GR – 6 STARTS	17	18	19 B2 – 6 ENDS
20 B2 – 7 STARTS	21 B2 -6 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	22	23 B2-7 PAPERWORK DUE TO HR	24	25 B2 – 6 PAYDAY	26
27	28	29	30	31 SM – 6 ENDS GR – 6 ENDS SM – 6 PAYDAY GR – 6 PAYDAY SM-7 PAPERWORK DUE TO HR		

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April 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1 SM - 7 STARTS GR - 7 STARTS	2 B2 - 7 ENDS
3 B2 - 8 STARTS	4 B2 - 7 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	5	6 B2-8 PAPERWORK DUE TO HR	7	8 B2 - 7 PAYDAY	9
10	11	12	13	14	15 SM - 7 ENDS GR - 7 ENDS SM - 7 PAYDAY GR - 7 PAYDAY SM-8 PAPERWORK DUE TO HR	16 SM - 8 STARTS GR - 8 STARTS B2 - 8 ENDS
17 B2 - 9 STARTS	18 B2 - 8 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	19	20 B2-9 PAPERWORK DUE TO HR	21	22 B2 - 8 PAYDAY	23
24	25	26	27	28	29 SM - 8 PAYDAY GR - 8 PAYDAY SM-9 PAPERWORK DUE TO HR	30 SM - 8 ENDS GR - 8 ENDS B2 - 9 ENDS

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May 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
1 SM – 9 STARTS GR – 9 STARTS B2 – 10 STARTS	2 B2 -9 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	3	4 B2-10 PAPERWORK DUE TO HR	5	6 B2 – 9 PAYDAY	7
8	9	10	11	12	13 SM – 9 PAYDAY GR – 9 PAYDAY SM-10 PAPERWORK DUE TO HR	14 B2 – 10 ENDS
15 SM-9 ENDS GR – 9 ENDS B2 – 11 STARTS	16 SM – 10 STARTS GR – 10 STARTS B2 -10 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	17	18 B2-11 PAPERWORK DUE TO HR	19	20 B2 – 10 PAYDAY	21
22	23	24	25	26	27	28 B2 – 11 ENDS
29 B2 – 12 STARTS	30 MEMORIAL DAY HOLIDAY	31 SM – 10 ENDS GR – 10 ENDS SM – 10 PAYDAY GR – 10 PAYDAY SM – 11 PAPERWORK DUE TO HR B2 -11 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.				

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June 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1 SM – 11 STARTS GR – 11 STARTS B2-12 PAPERWORK DUE TO HR	2	3 B2 – 11 PAYDAY	4
5	6	7	8	9	10	11 B2 – 12 ENDS
12 B2 – 13 STARTS	13 B2 -12 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	14	15 SM – 11 ENDS GR – 11 ENDS SM – 11 PAYDAY GR – 11 PAYDAY SM-12 PAPERWORK DUE TO HR B2-13 PAPERWORK DUE TO HR	16 SM – 12 STARTS GR – 12 STARTS	17 B2 – 12 PAYDAY	18
19	20	21	22	23	24	25 B2 – 13 ENDS
26 B2 – 14 STARTS	27 B2 -13 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	28	29 B2-14 PAPERWORK DUE TO HR	30 SM – 12 ENDS GR – 12 ENDS SM – 12 PAYDAY GR – 12 PAYDAY SM-13 PAPERWORK DUE TO HR		

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July 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1 SM – 13 STARTS GR – 13 STARTS B2 – 13 PAYDAY DAY	2
3	4 4 TH OF JULY HOLIDAY	5	6	7	8	9 B2 – 14 ENDS
10 B2 – 15 STARTS	11 B2 -14 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	12	13 B2-15 PAPERWORK DUE TO HR	14	15 SM – 13 ENDS GR – 13 ENDS SM – 13 PAYDAY GR – 13 PAYDAY SM-14 PAPERWORK DUE TO HR B2 – 14 PAYDAY	16 SM-14 STARTS GR-14 STARTS
17	18	19	20	21	22	23 B2 – 15 ENDS
24 B2 – 16 STARTS	25 B2 -15 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M.	26	27 B2-16 PAPERWORK DUE TO HR	28	29 SM – 14 PAYDAY GR – 14 PAYDAY SM-15 PAPERWORK DUE TO HR B2 – 15 PAYDAY	30
31 SM – 14 ENDS GR – 14 ENDS						

2016 Rice Payroll Calendar

August 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1 SM – 15 STARTS GR – 15 STARTS	2	3	4	5	6 B2-16 ENDS
7 B2-17 STARTS	8 B2 -16 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	9	10 B2-17 PAPERWORK DUE TO HR	11	12 B2 – 16 PAYDAY	13
14	15 SM – 15 ENDS GR – 15 ENDS SM – 15 PAYDAY GR – 15 PAYDAY SM-16 PAPERWORK DUE TO HR	16 SM – 16 STARTS GR – 16 STARTS	17	18	19	20 B2-17 ENDS
21 B2-18 STARTS	22 B2 -17 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	23	24 B2-18 PAPERWORK DUE TO HR	25	26 B2 – 17 PAYDAY	27
28	29	30	31 SM – 16 ENDS GR – 16 ENDS SM – 16 PAYDAY GR – 16 PAYDAY SM – 17 PAPERWORK DUE TO HR			

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September 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1 SM – 17 STARTS GR – 17 STARTS	2	3 B2-18 ENDS
4 B2-19 STARTS	5 LABOR DAY HOLIDAY	6 B2 -18 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	7 B2-19 PAPERWORK DUE TO HR	8	9 B2 – 18 PAYDAY	10
11	12	13	14	15 SM – 17 ENDS GR – 17 ENDS SM – 17 PAYDAY GR – 17 PAYDAY SM – 18 PAPERWORK DUE TO HR	16 SM – 18 STARTS GR – 18 STARTS	17 B2-19 ENDS
18 B2-20 STARTS	19 B2 -19 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	20	21 B2-20 PAPERWORK DUE TO HR	22	23 B2 – 19 PAYDAY	24
25	26	27	28	29	30 SM – 18 ENDS GR – 18 ENDS M – 18 PAYDAY GR – 18 PAYDAY SM – 19 PAPERWORK DUE TO HR	

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October 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1 SM – 19 STARTS GR – 19 STARTS B2-20 ENDS
2 B2-21 STARTS	3 B2 -20 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	4	5 B2-21 PAPERWORK DUE TO HR	6	7 B2 – 20 PAYDAY	8
9	10	11	12	13	14 SM – 19 PAYDAY GR – 19 PAYDAY SM – 20 PAPERWORK DUE TO HR	15 SM – 19 ENDS GR – 19 ENDS B2-21 ENDS
16 SM-20 STARTS GR-20 STARTS B2-22 STARTS	17 B2 - 21 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	18	19 B-22 PAPERWORK DUE TO HR	20	21 B2 – 21 PAYDAY	22
23	24	25	26	27	28	29 B2 – 22 ENDS
30 B2-23 STARTS	31 SM – 20 ENDS / GR – 20 ENDS SM – 20 PAYDAY / GR – 20 PAYDAY SM – 21 PAPERWORK DUE TO HR B2 -20 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M					

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November 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 SM – 21 STARTS GR – 21 STARTS	2 B-23 PAPERWORK DUE TO HR	3	4 B2 – 22 PAYDAY	5
6	7	8	9	10	11	12 B2-23 ENDS
13 B2-24 STARTS	14 B2 - 23 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	15 SM – 21 ENDS GR – 21 ENDS SM-21 PAYDAY GR – 21 PAYDAY SM – 22 PAPERWORK DUE TO HR	16 SM – 22 STARTS GR – 22 STARTS B-24 PAPERWORK DUE TO HR	17	18 B2 – 23 PAYDAY	19
20	21	22	23	THANKSGIVING HOLIDAY	THANKSGIVING HOLIDAY	26 B2-24 ENDS
27 B2-25 STARTS	28 B2 - 24 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	29	30 SM – 22 ENDS GR – 22 ENDS SM-22 PAYDAY GR – 22 PAYDAY SM – 23 PAPERWORK DUE TO HR B-25 PAPERWORK DUE TO HR			

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December 2016						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1 SM – 23 STARTS GR – 23 STARTS	2 B2 – 24 PAYDAY	3
4	5	6	7	8	9	10 B2-25 ENDS
11 B2-26 STARTS	12 B2 - 25 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	13	14 B-26 PAPERWORK DUE TO HR	15 SM – 23 ENDS GR – 23 ENDS SM-23 PAYDAY GR – 23 PAYDAY SM – 24 PAPERWORK DUE TO HR	16 SM – 24 STARTS GR – 24 STARTS B2 – 25 PAYDAY	17
18	19	20	21 B2 - 26 WTE DEADLINE TIMESHEET SUBMITTAL STAFF BY 11:00 A.M. APPROVERS BY 5:00 P.M	22	23	24 B2-26 ENDS
25 B2-1 STARTS	26 CHRISTMAS HOLIDAY OBSERVED	27 WINTER RECESS	28 WINTER RECESS	29 WINTER RECESS	30 SM-24 PAYDAY GR – 24 PAYDAY B2 – 26 PAYDAY WINTER RECESS	31 SM – 24 ENDS GR – 24 ENDS