

# PAYROLL/HR CUT OFF DATES – 2016

<i>Month</i>	<i>HR cut off dates for HPL and GL requests **</i>	<i>Payroll cut off dates*</i>	<i>Pay Days</i>	<i>University Closure Days</i>
<i>January 16</i>	5	7	21	1 <sup>st</sup>
<i>February</i>	5	9	25	
<i>March</i>	8	10	31	25 <sup>th</sup> and 28 <sup>th</sup>
<i>April</i>	8	11	28	
<i>May</i>	6	10	26	2 <sup>nd</sup> and 30 <sup>th</sup>
<i>June</i>	10	14	30	
<i>July</i>	8	11	28	
<i>August</i>	5	9	25	1 <sup>st</sup> and 29 <sup>th</sup>
<i>September</i>	9	12	29	
<i>October</i>	7	10	27	
<i>November</i>	4	8	24	
<i>December</i>	5	7	22	26 <sup>th</sup> and 27 <sup>th</sup>
<i>January 2017</i>	6	9	26	1 <sup>st</sup>

*\*Please note, all pay instructions including overtime must reach the Payroll Section at Docklands Campus by the cut off dates to guarantee payment for that month.*

*\*\*Please note, all pay HPL/GL requests must reach the HR Services by the cut off dates to guarantee payment for that month.*