



# The Southern Baptist Theological Seminary

2825 Lexington Road • Louisville, Kentucky 40280 • Toll Free 1 800 626-5525

## 2016 Bi-Weekly Payroll Schedule

<b>Payday</b>	<b>Pay Period</b>	<b>Supervisor Sign-Off</b>
January 8	12/21/15 - 1/3/16	January 4
January 22	1/4/16 - 1/17/16	January 19
February 5	1/18/16 – 1/31/16	February 1
February 19	2/1/16 – 2/14/16	February 15
March 4	2/15/16 – 2/28/16	February 29
March 18	2/29/16 – 3/13/16	March 14
April 1	3/14/16 – 3/27/16	March 28
April 15	3/28/16 – 4/10/16	April 11
April 29	4/11/16 – 4/24/16	April 25
May 13	4/25/16 – 5/8/16	May 9
May 27	5/9/16 – 5/22/16	May 23
June 10	5/23/16 – 6/5/16	June 6
June 24	6/6/16 – 6/19/16	June 20
July 8	6/20/16 – 7/3/16	July 5
July 22	7/4/16 – 7/17/16	July 18
August 5	7/18/16 – 7/31/16	August 1
August 19	8/1/16 – 8/14/16	August 15
September 2	8/15/16 – 8/28/16	August 29
September 16	8/29/16 – 9/11/16	September 12
September 30	9/12/16 – 9/25/16	September 26
October 14	9/26/16 – 10/9/16	October 10
October 28	10/10/16 – 10/23/16	October 24
November 11	10/24/16 – 11/6/16	November 7
November 25	11/7/16 – 11/20/16	November 21
December 9	11/21/16 – 12/4/16	December 5
December 23	12/5/16 – 12/18/16	December 19

In order to ensure that Bi-weekly payrolls are processed in an efficient manner, and therefore employees are paid in a timely fashion, TimeClock must be approved by 10:00 a.m. of the noted Supervisor sign-off dates.