



The Southern Baptist Theological Seminary

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

2016 Monthly Payroll Schedule

Payday	Pay Period
January 29	1/1/16 – 1/31/16
February 29	2/1/16 – 2/29/16
March 31	3/1/16 – 3/31/16
April 29	4/1/16 – 4/30/16
May 31	5/1/16 – 5/31/16
June 30	6/1/16 – 6/30/16
July 29	7/1/16 – 7/31/16
August 31	8/1/16 – 8/31/16
September 30	9/1/16 – 9/30/16
October 31	10/1/16 – 10/31/16
November 30	11/1/16 – 11/30/16
December 30	12/1/16 – 12/31/16

In order to ensure that Monthly payrolls are processed in an efficient manner, and therefore employees are paid in a timely fashion, all paperwork for salaried employees must be submitted to Human Resources no later than the 15th of each month.