

SAM II HR/PAYROLL PROCESSING SCHEDULE

Down 6:00 pm

PAY CYCLE	PAY CYCLE DATES	GUARANTEED APPROVAL DATE FOR TRANSACTIONS (1)	TIME & LEAVE ENTRY	PRELIM GTN RUN BEGINS 6:00 p.m. (3)	REGULAR GTN/GL INTERFACE (4)	CHECKS AVAILABLE	CHECK DATE
Dec 2015 Pay Cycle 2	12/16/2015 to 12/31/2015	01/01/16	12/24/2015 to 1/7/2016	01/07/16	01/08/16	01/13/16	01/15/16
Jan 2016 Pay Cycle 1	1/1/2016 to 1/15/2016	01/16/16	1/9/2016 to 1/21/2016	01/21/16	01/22/16	01/27/16	01/29/16
Jan 2016 Pay Cycle 2	1/16/2016 to 1/31/2016	02/01/16	1/23/2016 to 2/4/2016	02/04/16	02/05/16	02/10/16	02/12/16
Feb 2016 Pay Cycle 1	2/1/2016 to 2/15/2016	02/16/16	2/7/2016 to 2/19/2016	02/20/16	02/22/16	02/25/16	02/29/16
Feb 2016 Pay Cycle 2	2/16/2016 to 2/29/2016	03/01/16	2/23/2016 to 3/7/2016	03/07/16	03/08/16	03/11/16	03/15/16
Mar 2016 Pay Cycle 1	3/1/2016 to 3/15/2016	03/16/16	3/09/2016 to 3/23/2016	03/23/16	03/24/16	03/29/16	03/31/16
Mar 2016 Pay Cycle 2	3/16/2016 to 3/31/2016	04/01/16	3/25/2016 to 4/7/2016	04/07/16	04/08/16	04/13/16	04/15/16
Apr 2016 Pay Cycle 1	4/1/2016 to 4/15/2016	04/16/16	4/9/2016 to 4/21/2016	04/21/16	04/22/16	04/27/16	04/29/16
Apr 2016 Pay Cycle 2	4/16/2016 to 4/30/2016	05/01/16	4/23/2016 to 5/5/2016	05/05/16	05/06/16	05/12/16	05/16/16
May 2016 Pay Cycle 1	5/1/2016 to 5/15/2016	05/16/16	5/7/2016 to 5/21/2016	05/21/16	05/23/16	05/26/16	05/31/16
May 2016 Pay Cycle 2	5/16/2016 to 5/31/2016	06/01/16	5/24/2016 to 6/7/2016	06/07/16	06/08/16	06/13/16	06/15/16
Jun 2016 Pay Cycle 1	6/1/2016 to 6/15/2016	06/16/16	6/09/2016 to 6/21/2016	06/21/16	06/22/16	06/28/16	06/30/16
Jun 2016 Pay Cycle 2	6/16/2016 to 6/30/2016	07/01/16	6/23/2016 to 7/7/2016	7/7/2016****	07/08/16	07/13/16	07/15/16
Jul 2016 Pay Cycle 1	7/1/2016 to 7/15/2016	07/16/16	7/9/2016 to 7/21/2016	07/21/16	07/22/16	07/27/16	07/29/16
Jul 2016 Pay Cycle 2	7/16/2016 to 7/31/2016	08/01/16	7/23/2016 to 8/6/2016	08/06/16	08/08/16	08/11/16	08/15/16
Aug 2016 Pay Cycle 1	8/1/2016 to 8/15/2016	08/16/16	8/9/2016 to 8/23/2016	08/23/16	08/24/16	08/29/16	08/31/16
Aug 2016 Pay Cycle 2	8/16/2016 to 8/31/2016	09/01/16	8/25/2016 to 9/7/2016	09/07/16	09/08/16	09/13/16	09/15/16
Sep 2016 Pay Cycle 1	9/1/2016 to 9/15/2016	09/16/16	9/9/2016 to 9/22/2016	09/22/16	09/23/16	09/28/16	09/30/16
Sep 2016 Pay Cycle 2	9/16/2016 to 9/30/2016	10/01/16	9/24/2016 to 10/5/2016	10/05/16	10/06/16	10/12/16	10/14/16
Oct 2016 Pay Cycle 1	10/1/2016 to 10/15/2016	10/16/16	10/7/2016 to 10/22/2016	10/22/16	10/24/16	10/27/16	10/31/16
Oct 2016 Pay Cycle 2	10/16/2016 to 10/31/2016	11/01/16	10/25/2016 to 11/5/2016	11/05/16	11/07/16	11/10/16	11/15/16
Nov 2016 Pay Cycle 1	11/1/2016 to 11/15/2016	11/16/16	11/8/2016 to 11/19/2016	11/19/16	11/21/16	11/28/16	11/30/16
Nov 2016 Pay Cycle 2	11/16/2016 to 11/30/2016	12/01/16	11/22/2016 to 12/7/2016	12/07/16	12/08/16	12/13/16	12/15/16
Dec 2016 Pay Cycle 1	12/1/2016 to 12/15/2016	12/16/16	12/9/2016 to 12/21/2016	12/21/16	12/22/16	12/28/16	12/30/16

(1) Position and Appointment Transactions (PSMTs and ESMTs) should be submitted as soon as the information to complete the transaction is known!

Transactions submitted after the Guaranteed Approval Date requiring OA Personnel action may not be processed in time for the Paycycle GTN Run.

(2) Direct deposit information must be submitted to OA Accounting as Agencies receive the information to assure proper processing.

Submitting direct deposit applications on the day of Prelim or Regular cycle does NOT guarantee processing.

(3) The HR/Payroll System will be UNAVAILABLE TO AGENCIES from 6:00 p.m. this date until completion of the cycle.

(4) GL Interface is the process where the Journal Vouchers get posted to the Financial System. To assure proper processing, the applicable Federal drawdowns and deposits must be accepted into the Financial System prior to this date.

(5) The supplemental cycles run two working days prior to and two working days after check date. Deadline for submitting requests is noon on both days.

****All LDPR entries must be entered with an effective date of 06/16/16 prior to this paycycle.

Any reporting categories should be added to the Financial System's RPTG table prior to June 30th.