

CALENDAR YEAR 2016 TIMESHEET PROCEDEURES

The State Controller's Office, as the state agency that manages the State of Idaho's payroll, sets deadlines each month of when information has to be in its systems for it to meet its payroll schedule. Based on those deadlines, we have set the following pay periods and associated pay dates for 2016. The pay schedule will change each year based on the State Controller's Office payroll calendar:

PAY PERIOD	PAY DATE	HOURS IN PAY PERIOD (INCLUDING HOLIDAYS)	TIMESHEET SUBMITTED FOR APPROVAL	TIMESHEETS APPROVED BY
November 15 - December 12, 2015	January 1, 2016	160	December 14, 2015	December 15, 2015
December 13, 2015 – January 16, 2016	February 1, 2016	200	January 19, 2016	January 20, 2016
January 17 – February 13, 2016	March 1, 2016	160	February 15, 2016	February 16, 2016
February 14 – March 12, 2016	April 1, 2016	160	March 14, 2016	March 15, 2016
March 13 – April 16, 2016	May 1, 2016	200	April 18, 2016	April 19, 2016
April 17 – May 14, 2016	June 1, 2016	160	May 16, 2016	May 17, 2016
May 15 – June 18, 2016	July 1, 2016	200	June 20, 2016*	June 21, 2016*
June 19 – July 16, 2016	August 1, 2016	160	July 18, 2016	July 19, 2016
July 17 – August 13, 2016	September 1, 2016	160	August 15, 2016	August 16, 2016
August 14 – September 17, 2016	October 1, 2016	200	September 19, 2016	September 20, 2016
September 18 – October 15, 2016	November 1, 2016	160	October 17, 2016	October 18, 2016
October 16 – November 12, 2016	December 1, 2016	160	November 14, 2016	November 15, 2016
TOTAL HOURS		2,080		

***Payroll will be processed on 6/22, all timesheets must be submitted and approved no later than 6/21.**

The following procedures are important to follow for completing and submitting your timesheets:

1. In ESS, indicate the number of hours worked each day (or leave accruals used).
2. Submit for approval.
3. You will be paid the 1st day of the following month for the hours worked in a pay period.