



**District Business Office**  
 Payroll Services . 33 Gough Street . San Francisco, CA . 94103 . 415/241-2241

To: Administrators, Department Heads, and Classified Employees

From: Payroll

Subject: 2015-2016 Pay Period Deadlines for Employees Paid Bi-Weekly

Pay Period	Dept/Web Time			Entry Deadline		Payday
	Beginning	&	End Dates	Tuesdays	@ Noon	
15	07/01/15	-	07/03/15	Tuesday	07/07/15	07/14/15
16	07/04/15	-	07/17/15	Tuesday	07/21/15	07/28/15
17	07/18/15	-	07/31/15	Tuesday	08/04/15	08/11/15
18	08/01/15	-	08/14/15	Tuesday	08/18/15	08/25/15
19	08/15/15	-	08/28/15	Tuesday	09/01/15	09/08/15
20	08/29/15	-	09/11/15	Tuesday	09/15/15	09/22/15
21	09/12/15	-	09/25/15	Tuesday	09/29/15	10/06/15
22	09/26/15	-	10/09/15	Tuesday	10/13/15	10/20/15
23	10/10/15	-	10/23/15	Tuesday	10/27/15	11/03/15
24	10/24/15	-	11/06/15	Monday	11/09/15	11/17/15
<b>25</b>	<b>11/07/15</b>	-	<b>11/20/15</b>	<b>Thursday</b>	<b>11/19/15</b>	<b>12/01/15</b>
26	11/21/15	-	12/04/15	Tuesday	12/08/15	12/15/15
<b>27</b>	<b>12/05/15</b>	-	<b>12/18/15</b>	<b>Wednesday</b>	<b>12/16/15</b>	<b>12/29/15</b>
1	12/19/15	-	01/01/16	Tuesday	01/05/16	01/12/16
2	01/02/16	-	01/15/16	Tuesday	01/19/16	01/26/16
3	01/16/16	-	01/29/16	Tuesday	02/02/16	02/09/16
4	01/30/16	-	02/12/16	Tuesday	02/16/16	02/23/16
5	02/13/16	-	02/26/16	Tuesday	03/01/16	03/08/16
6	02/27/16	-	03/11/16	Tuesday	03/15/16	03/22/16
<b>7</b>	<b>03/12/16</b>	-	<b>03/25/16</b>	<b>Tuesday</b>	<b>03/22/16</b>	<b>04/05/16</b>
8	03/26/16	-	04/08/16	Tuesday	04/12/16	04/19/16
9	04/09/16	-	04/22/16	Tuesday	04/26/16	05/03/16
10	04/23/16	-	05/06/16	Tuesday	05/10/16	05/17/16
11	05/07/16	-	05/20/16	Tuesday	05/24/16	05/31/16
12	05/21/16	-	06/03/16	Tuesday	06/07/16	06/14/16
13	06/04/16	-	06/17/16	Tuesday	06/21/16	06/28/16
14	06/18/16	-	06/30/16	Monday	06/27/16	07/12/16