

## Hourly Payroll Web Time Entry Guidelines

### Temporary Hourly Employees Pay Periods

<u>Pay Frequency</u>	<u>Pay Type</u>	<u>Pay Number</u>	<u>Pay Period Dates</u>	<u>Pay Date</u>
Semi-Monthly	HR	1	Dec 16 – Dec 31	Jan 15
Semi-Monthly	HR	2	Jan 1 – Jan 15	Jan 31
Semi-Monthly	HR	3	Jan 16- Jan 31	Feb 15
Semi-Monthly	HR	4	Feb 1 – Feb 15	Feb 28
Semi-Monthly	HR	5	Feb 16 – Feb 28	Mar 15
Semi-Monthly	HR	6	Mar 1 – Mar 15	Mar 31
Semi-Monthly	HR	7	Mar 16 – March 31	April 15
Semi-Monthly	HR	8	Apr 1 – Apr 15	April 30
Semi-Monthly	HR	9	Apr 16 – Apr 30	May 15
Semi-Monthly	HR	10	May 1 – May 15	May 31
Semi-Monthly	HR	11	May 16 – May 31	Jun 15
Semi-Monthly	HR	12	Jun 1- Jun 15	Jun 30
Semi-Monthly	HR	13	Jun 16 – Jun 30	Jul 15
Semi-Monthly	HR	14	Jul 1 – Jul 15	Jul 31
Semi-Monthly	HR	15	Jul 16 – Jul 31	Aug 15
Semi-Monthly	HR	16	Aug 1 – Aug 15	Aug 31
Semi-Monthly	HR	17	Aug 16 – Aug 30	Sep 15
Semi-Monthly	HR	18	Sep 1 – Sep 15	Sep 30
Semi-Monthly	HR	19	Sep 16 – Sep 30	Oct 15
Semi-Monthly	HR	20	Oct 1 – Oct 15	Oct 31
Semi-Monthly	HR	21	Oct 16 – Oct 31	Nov 15
Semi-Monthly	HR	22	Nov 1 – Nov 15	Nov 30
Semi-Monthly	HR	23	Nov 16 – Nov 30	Dec 15
Semi-Monthly	HR	24	Dec 1 – Dec 15	Dec 31