



Payroll Services Information 2016 (Campus)

Subject to change - updates can be found at:

<http://payroll.kennesaw.edu/calendars.php>

Email: Payroll@Kennesaw.edu

Phone: (470) 578-6019

Fax: (470) 578-9176

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Biweekly Payroll Schedule

Payroll Period	SPARs/STRs Due to Payroll by 5:00 pm	ADP eTime & Paper Time Sheets Due by COB	Pay Date
Dec 19 - Jan 1, 2016	Dec 17, 2015	Dec 18, 2015	Jan 8, 2016
Jan 2 - Jan 15	Jan 13, 2016	Jan 14, 2016	Jan 22, 2016
Jan 16 - Jan 29	Jan 28, 2016	Jan 29, 2016	Feb 5, 2016
Jan 30 - Feb 12	Feb 11, 2016	Feb 12, 2016	Feb 19, 2016
Feb 13 - Feb 26	Feb 25, 2016	Feb 26, 2016	Mar 4, 2016
Feb 27 - Mar 11	Mar 10, 2016	Mar 11, 2016	Mar 18, 2016
Mar 12 - Mar 25	Mar 24, 2016	Mar 25, 2016	Apr 1, 2016
Mar 26 - Apr 8	Apr 7, 2016	Apr 8, 2016	Apr 15, 2016
Apr 9 - Apr 22	Apr 21, 2016	Apr 22, 2016	April 29, 2016
Apr 23 - May 6	May 5, 2016	May 6, 2016	May 13, 2016
May 7 - May 20	May 19, 2016	May 20, 2016	May 27, 2016
May 21 - June 3	June 2, 2016	June 3, 2016	June 10, 2016
June 4 - June 17	June 16, 2016	June 17, 2016	June 24, 2016
June 18 - Jul 1	June 29, 2016*	June 30, 2016*	Jul 8, 2016
Jul 2 - Jul 15	Jul 14, 2016	July 15, 2016	Jul 22, 2016
Jul 16 - Jul 29	Jul 28, 2016	Jul 29, 2016	Aug 5, 2016
Jul 30 - Aug 12	Aug 11, 2016	Aug 12, 2016	Aug 19, 2016
Aug 13 - Aug 26	Aug 25, 2016	Aug 26, 2016	Sep 2, 2016
Aug 27 - Sep 9	Sep 8, 2016	Sep 9, 2016	Sep 16, 2016
Sep 10 - Sep 23	Sep 22, 2016	Sep 23, 2016	Sep 30, 2016
Sep 24 - Oct 7	Oct 6, 2016	Oct 7, 2016	Oct 14, 2016
Oct 8 - Oct 21	Oct 20, 2016	Oct 21, 2016	Oct 28, 2016
Oct 22 - Nov 4	Nov 2, 2016*	Nov 3, 2016*	Nov 10, 2016
Nov 5 - Nov 18	Nov 16, 2016*	Nov 17, 2016*	Nov 25, 2016
Nov 19 - Dec 2	Dec 1, 2016	Dec 2, 2016	Dec 9, 2016
Dec 3 - Dec 16	Dec 13, 2016*	Dec 14, 2016*	Dec 23, 2016
Dec 17 - Dec 30	Dec 15, 2016*	Dec 15, 2016*	Jan 6, 2017 ** Wages to be included on 2017 W2.

* Please note early dates due to holiday.

NOTE: All SPARs/STRs must be received in Payroll Services by 5 p.m. on the dates listed above or they will be processed on the next payroll cycle.

Please note paycheck issuance is contingent on a **COMPLETED** Human Resources/Payroll Services file in accordance with the maintenance deadlines as listed above.



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Monthly Payroll Schedule – Twelve Month Employees

Payroll Period	SPARs/STRs Due to Payroll by 5:00 pm	ADP eTIME Due by COB	Paycheck Issue Date
Jan 2016	Jan 20, 2016	Jan 21, 2016	Jan 29, 2016
Feb 2016	Feb 18, 2016	Feb 19, 2016	Feb 29, 2016
Mar 2016	Mar 22, 2016	Mar 23, 2016	Mar 31, 2016
Apr 2016	Apr 20, 2016	Apr 21, 2016	Apr 29, 2016
May 2016	May 19, 2016	May 20, 2016	May 31, 2016
June 2016	June 21, 2016	June 22, 2016	June 30, 2016
July 2016	Jul 20, 2016	Jul 21, 2016	Jul 29, 2016
Aug 2016	Aug 22, 2016	Aug 23, 2016	Aug 31, 2016
Sept 2016	Sep 21, 2016	Sep 22, 2016	Sept 30, 2016
Oct 2016	Oct 20, 2016	Oct 21, 2016	Oct 31, 2016
Nov 2016	Nov 17, 2016	Nov 18, 2016	Nov 30, 2016
Dec 2016	Dec 12, 2016	Dec 12, 2016	Dec 30, 2016

Faculty Payroll Schedule – Full Time Faculty (10 Month)

Payroll Period	SPARs Due to Payroll by 5:00 pm	ADP eTIME Due by COB	Paycheck Issue Date
Jan 2016	Jan 20, 2016	Jan 21, 2016	Jan 29, 2016
Feb 2016	Feb 18, 2016	Feb 19, 2016	Feb 29, 2016
Mar 2016	Mar 22, 2016	Mar 23, 2016	Mar 31, 2016
Apr 2016	Apr 20, 2016	Apr 21, 2016	Apr 29, 2016
May 2016	May 4, 2016	May 5, 2016	May 13, 2016
June 2016	See Summer Faculty Payroll Schedule.		
July 2016			
Aug 2016	Aug 22, 2016	Aug 23, 2016	Aug 31, 2016
Sept 2016	Sep 21, 2016	Sep 22, 2016	Sept 30, 2016
Oct 2016	Oct 20, 2016	Oct 21, 2016	Oct 31, 2016
Nov 2016	Nov 17, 2016	Nov 18, 2016	Nov 30, 2016
Dec 2016	Dec 7, 2016	Dec 8, 2016	Dec 16, 2016

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Part-Time Faculty Payroll Schedule – Part Time/Adjunct Faculty

Payroll Period	SPARs Due to Payroll by 5:00 pm	ADP eTIME Due by COB	Paycheck Issue Date
Jan 2016	N/A	N/A	N/A
Feb 2016	Feb 18, 2016	Feb 19, 2016	Feb 29, 2016
Mar 2016	Mar 22, 2016	Mar 23, 2016	Mar 31, 2016
Apr 2016	Apr 20, 2016	Apr 21, 2016	Apr 29, 2016
May 2016	May 4, 2016	May 5, 2016	May 13, 2016
June 2016	See Summer Faculty Payroll Schedule.		
July 2016			
Aug 2016	N/A	N/A	N/A
Sept 2016	Sep 21, 2016	Sep 22, 2016	Sept 30, 2016
Oct 2016	Oct 20, 2016	Oct 21, 2016	Oct 31, 2016
Nov 2016	Nov 17, 2016	Nov 18, 2016	Nov 30, 2016
Dec 2016	Dec 7, 2016	Dec 8, 2016	Dec 16, 2016

Summer Faculty Payroll Schedule

Payroll Period	Summer Session	SPARs Due to Payroll by 5:00 pm	Paycheck Issue Date	Employee Type
MayMester Summer Faculty	Session I	May 17, 2016	May 31, 2016	Summer Faculty
June 2016 Summer Faculty	Session I	June 21, 2016*	June 30, 2016	Summer Faculty
July 2016 Summer Faculty	Session II	July 20, 2016*	July 29, 2016	Summer Faculty

*** Subject to change based on the final Shared Services Center release of their summer and end of year calendars.**

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