

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**YEAR 2016 PAY PERIODS & PAY DATES**  
**SATURDAY THROUGH FRIDAY WORKWEEK**

	Pay Periods	Time Sheets Due	PAYDAY	Optional Deductions	Holidays
B 01	Dec-12 --- Dec-25	Dec-28	<b>Jan-06</b>	1st half / Jan	Christmas Day - Dec 25 (Fri.)
B 02	Dec-26 --- Jan-08	Jan-11	<b>Jan-20</b>	2nd half / Jan	New Year's Day - Jan 1 (Fri.)
B 03	Jan-09 --- Jan-22	Jan-25	<b>Feb-03</b>	1st half / Feb	Martin Luther King Jr Day - Jan 18 (Mon.)
B 04	Jan-23 --- Feb-05	Feb-08	<b>Feb-17</b>	2nd half / Feb	
B 05	Feb-06 --- Feb-19	Feb-22	<b>Mar-02</b>	1st half / Mar	Presidents' Day - Feb 15 (Mon.)
B 06	Feb-20 --- Mar-04	Mar-07	<b>Mar-16</b>	2nd half / Mar	
B 07	Mar-05 --- Mar-18	Mar-21	<b>Mar-30</b>	<b>No Optional Deductions</b>	<b>No Optional Deductions Payday</b>
B 08	Mar-19 --- Apr-01	Apr-04	<b>Apr-13</b>	1st half / Apr	
B 09	Apr-02 --- Apr-15	Apr-18	<b>Apr-27</b>	2nd half / Apr	
B 10	Apr-16 --- Apr-29	May-02	<b>May-11</b>	1st half / May	Arbor Day - Apr 29 (Fri.)
B 11	Apr-30 --- May-13	May-16	<b>May-25</b>	2nd half / May	
B 12	May-14 --- May-27	May-30	<b>Jun-08</b>	1st half / June	
B 13	May-28 --- Jun-10	Jun-13	<b>Jun-22</b>	2nd half / June	Memorial Day - May 30 (Mon.)
B 14	Jun-11 --- Jun-24	Jun-27	<b>Jul-06</b>	1st half / July	
B 15	Jun-25 --- Jul-08	Jul-11	<b>Jul-20</b>	2nd half / July	Independence Day - July 4 (Mon.)
B 16	Jul-09 --- Jul-22	Jul-25	<b>Aug-03</b>	1st half / Aug	
B 17	Jul-23 --- Aug-05	Aug-08	<b>Aug-17</b>	2nd half / Aug	
B 18	Aug-06 --- Aug-19	Aug-22	<b>Aug-31</b>	<b>No Optional Deductions</b>	<b>No Optional Deductions Payday</b>
B 19	Aug-20 --- Sep-02	Sep-05	<b>Sep-14</b>	1st half / Sept	
B 20	Sep-03 --- Sep-16	Sep-19	<b>Sep-28</b>	2nd half / Sept	Labor Day - Sep 5 (Mon.)
B 21	Sep-17 --- Sep-30	Oct-03	<b>Oct-12</b>	1st half / Oct	
B 22	Oct-01 --- Oct-14	Oct-17	<b>Oct-26</b>	2nd half / Oct	Columbus Day - Oct 10 (Mon.)
B 23	Oct-15 --- Oct-28	Oct-31	<b>Nov-09</b>	1st half / Nov	
B 24	Oct-29 --- Nov-11	Nov-14	<b>Nov-23</b>	2nd half / Nov	Veterans's Day - Nov 11 (Fri.)
B 25	Nov-12 --- Nov-25	Nov-28	<b>Dec-07</b>	1st half / Dec	<b>Thanksgiving Day - Nov 24 (Thurs.)</b> Day after Thanksgiving - Nov 25 (Fri.)
B 26	Nov-26 --- Dec-09	Dec-12	<b>Dec-21</b>	2nd half / Dec	

\*Please note, for overtime purposes, employees must report work hours beginning Saturday at 12:00 a.m. and ending Fridays at 11:59 p.m. However, our pay cycle is actually Monday through Sunday with pay dates every other Wednesday.