



COUNTY OF GALVESTON

2016 BI-WEEKLY PAYROLL SCHEDULE

Listed below is the payroll schedule for the year 2016. In order to assure the preparation of checks, timesheets should be submitted in accordance with the schedule below. The timesheets shall be submitted to the Payroll Section of the County Treasurer's Office on Wednesday at 3:00 p.m. **Early Payrolls are due by 10:00a.m.**

Paychecks cannot be guaranteed to those who do not meet the Timesheet Due Date deadline.

Payroll checks will be prepared on a biweekly basis and will cover the days as shown on the Work Period Covered column. Checks are to be distributed as indicated on the Payday column.

PAY PERIOD	WORK PERIOD COVERED	TIMESHEET DUE DATE	PAY DAY
1	12/17/2015-12/30/2015	**12/30/15**	01/06/16
2	12/31/2015-01/13/2016	**01/13/16**	01/20/16
3	01/14/2016-01/27/2016	01/28/16	02/03/16
4	01/28/2016-02/10/2016	**02/10/16**	02/17/16
5	02/11/2016-02/24/2016	02/25/16	03/02/16
6	02/25/2016-03/09/2016	03/10/16	03/16/16
7	03/10/2016-03/23/2016	**03/23/16**	03/30/16
8	03/24/2016-04/06/2016	04/06/16	04/13/16
9	04/07/2016-04/20/2016	**04/19/16**	04/27/16
10	04/21/2016-05/04/2016	05/04/16	05/11/16
11	05/05/2016-05/18/2016	05/18/16	05/25/16
12	05/19/2016-06/01/2016	06/01/16	06/08/16
13	06/02/2016-06/15/2016	06/15/16	06/22/16
14	06/16/2016-06/29/2016	**06/29/16**	07/06/16
15	06/30/2016-07/13/2016	07/13/16	07/20/16
16	07/14/2016-07/27/2016	07/27/16	08/03/16
17	07/28/2016-08/10/2016	08/10/16	08/17/16
18	08/11/2016-08/24/2016	08/24/16	08/31/16
19	08/25/2016-09/07/2016	09/07/16	09/14/16
20	09/08/2016-09/21/2016	09/21/16	09/28/16
21	09/22/2016-10/05/2016	**10/05/16**	10/12/16
22	10/06/2016-10/19/2016	10/19/16	10/26/16
23	10/20/2016-11/02/2016	11/02/16	11/09/16
24	11/03/2016-11/16/2016	11/16/16	11/23/16
25	11/17/2016-11/30/2016	11/30/16	12/07/16
26	12/01/2016-12/14/2016	12/14/16	12/21/16

****Denotes an early Time Sheet Due Date****