



1835 University Blvd., Suite 224
Langley Park, MD 20783
301-434-3111
FAX 301-434-1223

TO: All Employees

FROM: Payroll and Human Resources

Subject: **Pay Check Dates Beginning January 2016**

Beginning January 2016, all employees will be paid in accordance with the new pay dates stated below.

Pay Period (Number)	Period Start Date (Sunday)	Period End Date (Saturday)	Timesheet Due Date (Monday)	Pay Dates (Friday)
1	12/27/2015	1/9/2016	1/11/2016	1/22/2016
2	1/10/2016	1/23/2016	1/25/2016	2/5/2016
3	1/24/2016	2/6/2016	2/8/2016	2/19/2016
4	2/7/2016	2/20/2016	2/22/2016	3/4/2016
5	2/21/2016	3/5/2016	3/7/2016	3/18/2016
6	3/6/2016	3/19/2016	3/21/2016	4/1/2016
7	3/20/2016	4/2/2016	4/4/2016	4/15/2016
8	4/3/2016	4/16/2016	4/18/2016	4/29/2016
9	4/17/2016	4/30/2016	5/2/2016	5/13/2016
10	5/1/2016	5/14/2016	5/16/2016	5/27/2016
11	5/15/2016	5/28/2016	5/30/2016	6/10/2016
12	5/29/2016	6/11/2016	6/13/2016	6/24/2016
13	6/12/2016	6/25/2016	6/27/2016	7/8/2016
14	6/26/2016	7/9/2016	7/11/2016	7/22/2016
15	7/10/2016	7/23/2016	7/25/2016	8/5/2016
16	7/24/2016	8/6/2016	8/8/2016	8/19/2016
17	8/7/2016	8/20/2016	8/22/2016	9/2/2016
18	8/21/2016	9/3/2016	9/5/2016	9/16/2016
19	9/4/2016	9/17/2016	9/19/2016	9/30/2016
20	9/18/2016	10/1/2016	10/3/2016	10/14/2016
21	10/2/2016	10/15/2016	10/17/2016	10/28/2016
22	10/16/2016	10/29/2016	10/31/2016	11/10/2016
23	10/30/2016	11/12/2016	11/14/2016	11/25/2016
24	11/13/2016	11/26/2016	11/28/2016	12/9/2016
25	11/27/2016	12/10/2016	12/12/2016	12/23/2016
26	12/11/2016	12/24/2016	12/26/2016	1/6/2017

Fax your time sheets to 1-301-434-3284 by 11:59 p.m. on the due dates listed above.