

**Mississippi Valley State University
Salaried Payroll Schedule FY 2016-2017**

Payroll Month	Due Date to Submit PC-05s to HR	Database Update by HR (Thur)	Calling of Time by Payroll Officer (Mon)	Pay Dates
July				
Faculty & Staff (Prorated 12 Months)	15-Jul-16	21-Jul-16	25-Jul-16	29-Jul-16
August				
Faculty & Staff (Prorated 12 Months)	15-Aug-16	18-Aug-16	22-Aug-16	31-Aug-16
September				
Faculty & Staff	15-Sep-16	22-Sep-16	26-Sep-16	30-Sep-16
October				
Faculty & Staff	17-Oct-16	20-Oct-16	24-Oct-16	31-Oct-16
November				
Faculty & Staff	15-Nov-16	17-Nov-16	21-Nov-16	30-Nov-16
December				
Faculty-Prorated (Grades must be reported) & Staff	15-Dec-16	16-Dec-16	19-Dec-16	21-Dec-16
***Regular 9 Month Faculty (Grades must be reported)	02-Dec-16	08-Dec-16	12-Dec-16	12-Dec-16
January				
Faculty & Staff	17-Jan-17	19-Jan-17	23-Jan-17	31-Jan-17
February				
Faculty & Staff	15-Feb-17	16-Feb-17	20-Feb-17	28-Feb-17
March				
Faculty & Staff	15-Mar-17	16-Mar-17	20-Mar-17	31-Mar-17
April				
Faculty & Staff	17-Apr-17	20-Apr-17	24-Apr-17	28-Apr-17
May				
Faculty-Prorated (Grades must be reported) & Staff (10,11, & 12 months)	15-May-17	18-May-17	22-May-17	31-May-17
***Regular 9 Month Faculty (Grades must be reported)	01-May-17	04-May-17	08-May-17	08-May-17
June				
Staff (11 & 12 Months & Faculty Prorated)	15-Jun-17	22-Jun-17	26-Jun-17	30-Jun-17

****PC-05's not fully processed and in the Office of Human Resources by this date will be processed and paid with the next monthly payroll. ** Dates will alternate for December payroll.**