

Lucile K. Taylor - Converse County Clerk

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December 2015

To: All Departments
From: Payroll Department
Re: 2016 Payroll Deadlines

All payroll vouchers must be submitted to the County Clerk's Office NO LATER THAN 12:00 O'CLOCK NOON on the below specified day.

PAY DAY	DECEMBER 31, 2015	<u>DUE 12/22/15</u>
PAY DAY	JANUARY 29, 2016	<u>DUE 01/22/16</u>
PAY DAY	FEBRUARY 29, 2016	<u>DUE 02/22/16</u>
PAY DAY	MARCH 31, 2016	<u>DUE 03/24/16</u>
PAY DAY	APRIL 29, 2016	<u>DUE 04/22/16</u>
PAY DAY	MAY 31, 2016	<u>DUE 05/24/16</u>
PAY DAY	JUNE 30, 2016	<u>DUE 06/23/16</u>
PAY DAY	JULY 29, 2016	<u>DUE 07/22/16</u>
PAY DAY	AUGUST 31, 2016	<u>DUE 08/24/16</u>
PAY DAY	SEPTEMBER 30, 2016	<u>DUE 09/23/16</u>
PAY DAY	OCTOBER 31, 2016	<u>DUE 10/24/16</u>
PAY DAY	NOVEMBER 30, 2016	<u>DUE 11/21/16</u>
PAY DAY	DECEMBER 30, 2016	<u>DUE 12/22/16</u>