

2016 Biweekly Lockout and Confirm Schedule

| Pay Period Number | Pay Period | Payroll lockout (all transactions due) | Payroll confirm date | Payday | Manual Check Request Date** | Manual Check Pick Up Date |
|-------------------|-----------------|--|----------------------|---------|-----------------------------|---------------------------|
| B13 | Dec 14 – Dec 27 | Jan 4 | Jan 5 | Jan 8 | Jan 11 | Jan 15 |
| B14 | Dec 28 – Jan 10 | Jan 14 | Jan 19 | Jan 22 | Jan 25 | Jan 29 |
| B15 | Jan 11 – Jan 24 | Jan 29 | Feb 2 | Feb 5 | Feb 8 | Feb 12 |
| B16 | Jan 25 – Feb 7 | Feb 12 | Feb 16 | Feb 19 | Feb 22 | Feb 26 |
| B17 | Feb 8 – Feb 21 | Feb 26 | Mar 1 | Mar 4 | Mar 7 | Mar 11 |
| B18 | Feb 22 – Mar 6 | Mar 11 | Mar 15 | Mar 18 | Mar 21 | Mar 24 |
| B19 | Mar 7 – Mar 20 | Mar 24 | Mar 29 | Apr 1 | Apr 4 | Apr 8 |
| B20 | Mar 21 – Apr 3 | Apr 8 | Apr 12 | Apr 15 | Apr 18 | Apr 22 |
| B21 | Apr 4 – Apr 17 | Apr 20 | Apr 21 | Apr 29 | May 2 | May 6 |
| B22 | Apr 18 – May 1 | May 6 | May 10 | May 13 | May 16 | May 20 |
| B23 | May 2 – May 15 | May 18 | May 20 | May 27 | May 31 | Jun 3 |
| B24 | May 16 – May 29 | Jun 3 | Jun 7 | Jun 10 | Jun 13 | Jun 17 |
| B25 | May 30 – Jun 12 | Jun 16 | Jun 20 | Jun 24 | Jun 27 | Jul 1 |
| B26 | Jun 13 – Jun 26 | Jun 30 | Jul 5 | Jul 8 | Jul 11 | Jul 15 |
| B01 | Jun 27 – Jul 10 | Jul 15 | Jul 19 | Jul 22 | Jul 25 | Jul 29 |
| B02 | Jul 11 – Jul 24 | Jul 29 | Aug 2 | Aug 5 | Aug 8 | Aug 12 |
| B03 | Jul 25 – Aug 7 | Aug 12 | Aug 16 | Aug 19 | Aug 22 | Aug 26 |
| B04 | Aug 8 – Aug 21 | Aug 26 | Aug 30 | Sep 2 | Sep 6 | Sep 9 |
| B05 | Aug 22 – Sep 4 | Sep 9 | Sep 13 | Sep 16 | Sep 19 | Sep 23 |
| B06 | Sep 5 – Sep 18 | Sep 20 | Sep 22 | Sep 30 | Oct 3 | Oct 7 |
| B07 | Sep 19 – Oct 2 | Oct 7 | Oct 11 | Oct 14 | Oct 17 | Oct 21 |
| B08 | Oct 3 – Oct 16 | Oct 19 | Oct 21 | Oct 28 | Oct 31 | Nov 4 |
| B09 | Oct 17 – Oct 30 | Nov 4 | Nov 8 | Nov 11 | Nov 14 | Nov 18 |
| B10 | Oct 31 – Nov 13 | Nov 16 | Nov 18 | Nov 23* | Nov 28 | Dec 2 |
| B11 | Nov 14 – Nov 27 | Dec 2 | Dec 6 | Dec 9 | Dec 12 | Dec 16 |
| B12 | Nov 28 – Dec 11 | TBD | TBD | Dec 23 | TBD | TBD |

**Manual Check Request Due Date: by this date, all requisite ePar approval will have taken place and the Remedy Ticket with the completed and signed UNC-CH Manual Check Request Form attached will be submitted.