

**State of Oregon
Department of Corrections**



Date: November 6, 2015

To: Employees/Managers/Supervisors
Department of Corrections

From: DOC Payroll
General Services Division

Subject: **Paydays For 2016**

| Regular Pay Day | Day of Week | Mid-Month Pay Day | Day of Week |
|--------------------|-------------|--------------------|-------------|
| January 4, 2016 | Monday | January 15, 2016 | Friday |
| February 1, 2016 | Monday | February 12, 2016 | Friday |
| March 1, 2016 | Tuesday | March 15, 2016 | Tuesday |
| April 1, 2016 | Friday | April 15, 2016 | Friday |
| April 29, 2016 | Friday | May 13, 2016 | Friday |
| June 1, 2016 | Wednesday | June 15, 2016 | Wednesday |
| July 1, 2016 | Friday | July 15, 2016 | Friday |
| August 1, 2016 | Monday | August 15, 2016 | Monday |
| September 1, 2016 | Thursday | September 15, 2016 | Thursday |
| September 30, 2016 | Friday | October 14, 2016 | Friday |
| November 1, 2016 | Tuesday | November 15, 2016 | Tuesday |
| December 1, 2016 | Thursday | December 15, 2016 | Thursday |
| January 3, 2017 | Tuesday | | |

Paychecks are to be distributed to employees beginning at 8:00 a.m. on the dates listed above. Twenty-four hour institutions may release paychecks earlier than 8:00 a.m. on paydays to those employees leaving the night shift if it can be accommodated.

Electronic pay stubs will be available for viewing two (2) days before pay day.

An employee not scheduled to work on payday may request to receive their check before the scheduled payday if they are available. **The employee and supervisor will need to complete the “Early Release Form.” The top of the form is then kept on file with the supervisor, the bottom attached to the check for the employee.**

The mid-month check is for additional pay such as overtime, shift differential, and penalty pay from the 16th through the last day of the month, which was not included in the regular payday, and for making other adjustments.