

Department of Finance and Administration

OFFICE OF FISCAL MANAGEMENT

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MEMORANDUM

TO: John Storey
Catherine Wagoner

FROM: Jessica Johnson

DATE: September 16, 2016

SUBJECT: Dates for Travel Pay for October 2016

SPAHRS Travel for October 2016

NOTE: The Pay Period Start Date is the actual Due Date for processing travel. Agencies need to process their final travel run by C.O.B. on the Pay Period Start Date in order to receive Warrants/EFTS on the Pay Date.

FREQUENCY	PAY PERIOD END DATE	PAY PERIOD START DATE	PAY DATE	NOTES
T	10-03-2016	09-29-2016	10-03-2016	
T	10-06-2016	10-04-2016	10-06-2016	
T	10-11-2016	10-06-2016	10-11-2016	(10/10/16)Federal Holiday – Banks Closed
T	10-13-2016	10-11-2016	10-13-2016	
T	10-17-2016	10-13-2016	10-17-2016	
T	10-20-2016	10-18-2016	10-20-2016	
T	10-24-2016	10-20-2016	10-24-2016	
T	10-27-2016	10-25-2016	10-27-2016	
T	10-31-2016	10-27-2016	10-31-2016	