

# Department of Finance and Administration

## OFFICE OF FISCAL MANAGEMENT

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### MEMORANDUM

**TO:** John Storey  
Catherine Wagoner  
**FROM:** Jessica Johnson  
**DATE:** January 19, 2017  
**SUBJECT:** Dates for Travel Pay for February 2017

### SPAHRS Travel for February 2017

**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
T1	02-06-2017	02-02-2017	02-06-2017	
T2	02-09-2017	02-07-2017	02-09-2017	
T3	02-13-2017	02-09-2017	02-13-2017	
T4	02-16-2017	02-14-2017	02-16-2017	
T5	02-21-2017	02-16-2017	02-21-2017	Holiday – 02-20-2017 (President's Day)
T6	02-23-2017	02-21-2017	02-23-2017	
T7	02-27-2017	02-23-2017	02-27-2017	