

Payroll Calendar
Fiscal Year 2012-Fiscal Year 2013
Classified and Unclassified Staff- Biweekly
Non-Teaching Graduate Assistants **

Check #	Pay Pd Begins	Pay Pd Ends	Timekeeper Deadline	Employee Certification/ Supervisor Approval	Paycheck Date
1	6/24/2012	7/7/2012	9:00 a.m. on Monday 7/9/12	BY 5:00 p.m. on Tuesday 7/10/12	7/12/2012
2	7/8/2012	7/21/2012	9:00 a.m. on Monday 7/23/12	BY 5:00 p.m. on Tuesday 7/24/12	7/26/2012
3	7/22/2012	8/4/2012	9:00 a.m. on Monday, 8/6/12	BY 4:30 p.m. on Wednesday 8/8/12	8/10/2012****
4	8/5/2012	8/18/2012	9:00 a.m. on Monday, 8/20/12	BY 4:30 p.m. on Wednesday 8/22/12	8/24/2012
5	8/19/2012	9/1/2012	8:30 a.m. on Sunday, 9/2/12	BY NOON ON SUNDAY, 9/2/12	9/7/2012
6	9/2/2012	9/15/2012	9:00 a.m. on Monday, 9/17/12	BY 4:30 p.m. on Wednesday 9/19/12	9/21/2012
7	9/16/2012	9/29/2012	8:30 a.m. on Sunday, 9/30/12	BY NOON ON SUNDAY, 9/30/12	10/3/2012
8	9/30/2012	10/13/2012	9:00 a.m. on Monday, 10/15/12	BY 4:30 p.m. on Wednesday 10/17/12	10/19/2012
9	10/14/2012	10/27/2012	9:00 a.m. on Monday, 10/29/12	BY 4:30 p.m. on Wednesday 10/31/12	11/2/2012
10	10/28/2012	11/10/2012	9:00 a.m. on Monday, 11/12/12	BY 4:30 p.m. on Wednesday 11/14/12	11/16/2012
11	11/11/2012	11/24/2012	9:00 a.m. on Monday, 11/26/12	BY 4:30 p.m. on Wednesday 11/28/12	11/30/2012
12	11/25/2012	12/8/2012	9:00 a.m. on Monday, 12/10/12	BY 4:30 p.m. on Wednesday 12/12/12	12/14/2012
13	12/9/2012	12/22/2012	8:30 a.m. on Sunday, 12/23/12	BY NOON ON SUNDAY, 12/23/12	12/28/2012
14	12/23/2012	1/5/2013	9:00 a.m. on Monday, 1/7/13	BY 4:30 p.m. on Wednesday 1/9/13	1/11/2013
15	1/6/2013	1/19/2013	8:30 a.m. on Monday, 1/21/13	BY NOON ON MONDAY, 1/21/13	1/25/2013
16	1/20/2013	2/2/2013	9:00 a.m. on Monday, 2/4/13	BY 4:30 p.m. on Wednesday 2/6/13	2/8/2013
17	2/3/2013	2/16/2013	9:00 a.m. on Monday, 2/18/13	BY 4:30 p.m. on Wednesday 2/20/13	2/22/2013
18	2/17/2013	3/2/2013	9:00 a.m. on Monday, 3/4/13	BY 4:30 p.m. on Wednesday 3/6/13	3/8/2013
19	3/3/2013	3/16/2013	9:00 a.m. on Monday, 3/18/13	BY 4:30 p.m. on Wednesday 3/20/13	3/22/2013
20	3/17/2013	3/30/2013	8:30 a.m. on Monday, 4/1/13	BY NOON ON MONDAY, 4/1/13	4/5/2013
21	3/31/2013	4/13/2013	9:00 a.m. on Monday, 4/15/13	BY 4:30 p.m. on Wednesday 4/17/13	4/19/2013
22	4/14/2013	4/27/2013	9:00 a.m. on Monday, 4/29/13	BY 4:30 p.m. on Wednesday 5/1/13	5/3/2013
23	4/28/2013	5/11/2013	9:00 a.m. on Monday, 5/13/13	BY 4:30 p.m. on Wednesday 5/15/13	5/17/2013
24	5/12/2013	5/25/2013	8:30 a.m. on Monday, 5/27/13	BY NOON ON MONDAY, 5/27/13	5/31/2013
25	5/26/2013	6/8/2013	9:00 a.m. on Monday, 6/10/13	BY 5:00 p.m. on Tuesday 6/11/13	6/14/2013
26	6/9/2013	6/22/2013	9:00 a.m. on Monday, 6/24/13	BY 5:00 p.m. on Tuesday 6/25/13	6/28/2013

Full-Time Faculty/ Lecturers
Graduate Teaching Fellows***
Graduate Teaching Scholars ***
Graduate Research Assistants ***

Check #	Pay Pd Begins	Pay Pd Ends	Timekeeper Deadline	Employee Certification/ Supervisor Approval	Paycheck Date
11	4/25/2012	5/24/2012	5/22/2012	until 9:00 a.m. on 5/23/2012	5/31/2012
12	5/25/2012	6/30/2012	6/20/2012	until 9:00 a.m. on 6/21/12	6/29/2012
1	7/1/2012	7/31/2012	7/24/2012	until 9:00 a.m. on 7/24/12	7/31/2012
2	8/1/2012	8/24/2012	8/22/2012	until 9:00 a.m. on 8/24/12	8/31/2012
3	8/25/2012	9/24/2012	9/24/2012	until 9:00 a.m. on 9/24/12	9/28/2012
Part-Time Lecturers and Graduate Teaching Fellows/ Scholars *** will be paid on 9/14/12 for pay period ending 8/24/12.					
4	9/25/2012	10/24/2012	10/24/2012	until 9:00 a.m. on 10/22/12	10/31/2012
5	10/25/2012	11/24/2012	11/20/2012	until 9:00 a.m. on 11/19/12	11/30/2012
6	11/25/2012	12/24/2012	12/6/2012	until 9:00 a.m. on 12/5/12	12/14/2012
7	12/25/2012	1/24/2013	1/24/2013	until 9:00 a.m. on 1/23/13	1/31/2013
Part-Time Lecturers and Graduate Teaching Fellows/ Scholars *** will be paid on 2/15/13 for pay period ending 1/24/13.					
8	1/25/2013	2/24/2013	2/20/2013	until 9:00 a.m. on 2/20/13	2/28/2013
9	2/25/2013	3/24/2013	3/21/2013	until 9:00 a.m. on 3/21/13	3/28/2013
10	3/25/2013	4/24/2013	4/24/2013	until 9:00 a.m. on 4/24/13	4/30/2013
11	4/25/2013	5/24/2013	5/22/2013	until 9:00 a.m. on 5/24/13	5/31/2013
12	5/25/2013	6/30/2013	6/19/2013	until 9:00 a.m. on 6/19/13	6/28/2013

Student Workers

Check #	Pay Pd Begins	Pay Pd Ends	Timekeeper Deadline	Employee Certification/ Supervisor Approval	Paycheck Date
11	5/1/2012	5/31/2012	8:00 a.m. on Monday 6/4/12	By Noon on 6/4/12	6/7/2012
12	6/1/2012	6/30/2012	**8:00 a.m. on Monday 7/2/12**	By Noon on Monday 7/2/12	7/5/2012**
1	7/1/2012	7/31/2012	8:00 a.m. on Wednesday 8/1/12	By Noon on Thursday 8/2/12	8/7/2012
2	8/1/2012	8/31/2012	8:30 a.m. on Tuesday 9/4/12	By Noon on Tuesday 9/4/12	9/7/2012
3	9/1/2012	9/30/2012	8:30 a.m. on Monday 10/1/12	By Noon on Monday 10/1/12	10/3/2012
4	10/1/2012	10/31/2012	8:30 a.m. on Thursday 11/1/12	By Noon on Friday 11/2/12	11/7/2012
5	11/1/2012	11/30/2012	8:30 a.m. on Monday 12/3/12	By Noon on Monday 12/3/12	12/7/2012
6	12/1/2012	12/31/2012	8:30 a.m. on Wednesday 1/2/13	By Noon on Wednesday 1/2/13	1/7/2013
7	1/1/2013	1/31/2013	8:30 a.m. on Friday 2/01/13	By Noon on Friday 2/01/13	2/7/2013
8	2/1/2013	2/28/2013	8:30 a.m. on Friday 3/1/13	By Noon on Friday 3/1/13	3/7/2013
9	3/1/13	3/31/13	8:30 a.m. on Tuesday 4/2/13	By Noon on Tuesday 4/2/13	4/5/2013
10	4/1/2013	4/30/2013	8:30 a.m. on Wednesday 5/1/13	By Noon on Wednesday 05/01/13	5/7/2013
11	5/1/2013	5/31/2013	8:30 a.m. on Monday 06/03/13	By Noon on Monday 06/03/13	6/6/2013
12	6/1/2013	6/30/2013	8:30 a.m. on Monday, 07/01/13	By Noon on Monday 07/01/13	7/3/2013

*****NOTE: ITEMS IN ITALICS AND SHADED ARE SUBJECT TO CHANGE *****

Special Circumstances Affecting Payroll Processing

Bi-weekly	Reason
Sunday, May 13th, 2012	Begin Summer Schedule
Monday, May 28th, 2012	Process BW PPE 5/28/12
Monday, August 6th, 2012	Return to 5 day work week
Sunday, September 2nd, 2012	Process BW PPE 9/1/12
Sunday, September 30th, 2012	Process BW PPE 9/29/12 (Fall Break)
Sunday, December 23rd, 2012	Process BW PPE 12/22/12
Monday, January 21st, 2013	Process BW PPE 1/19/13
Monday, April 1st, 2013	Process BW PPE 3/30/13
Student	Reason
Monday, July 2nd, 2012	Process SW PPE 6/30/12
Tuesday, September 4th, 2012	Process SW PPE 8/31/12
Monday, October 1st, 2012	Process SW PPE 9/30/12 (Fall Break)
Wednesday, January 2nd, 2013	Process SW PPE 12/31/12
Tuesday, April 2nd, 2013	Process SW PPE 3/31/13
Monday, July 1st, 2013	Process SW PPE 6/30/13