

Payroll Calendar
Fiscal Year 2011-Fiscal Year 2012
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	6/26/2011	7/9/2011	9:00 a.m. on Monday 7/11/11	BY 5 p.m. on Tuesday 7/12/11	7/14/2011
2	7/10/2011	7/23/2011	9:00 a.m. on Monday 7/25/11	BY 5 p.m. on Tuesday 7/26/11	7/28/2011
3	7/24/2011	8/6/2011	**9:00 a.m. on Monday 8/8/11**	BY 4:30 p.m. on Wednesday 8/10/11	8/12/2011**
4	8/7/2011	8/20/2011	9:00 a.m. on Monday 8/22/11	BY 4:30 p.m. on Wednesday 8/24/11	8/26/2011
5	8/21/2011	9/3/2011	**9:00 a.m. on Tuesday 9/6/11**	BY 3 p.m. on Tuesday 9/6/11	9/9/2011**
6	9/4/2011	9/17/2011	9:00 a.m. on Monday 9/19/11	BY 4:30 p.m. on Wednesday 9/20/11	9/23/2011
7	9/18/2011	10/1/2011	**8:30 a.m. on Sunday 10/2/11**	BY NOON on Sunday 10/2/11	10/5/2011**
8	10/2/2011	10/15/2011	9:00 a.m. on Monday 10/17/11	BY 4:30 p.m. on Wednesday 10/19/11	10/21/2011
9	10/16/2011	10/29/2011	9:00 a.m. on Monday 10/31/11	BY 4:30 p.m. on Wednesday 11/2/11	11/4/2011
10	10/30/2011	11/12/2011	9:00 a.m. on Monday 11/14/11	BY 4:30 p.m. on Wednesday 11/16/11	11/18/2011
11	11/13/2011	11/26/2011	9:00 a.m. on Monday 11/28/11	BY 4:30 p.m. on Wednesday 11/30/11	12/2/2011
12	11/27/2011	12/10/2011	9:00 a.m. on Monday 12/12/11	BY 4:30 p.m. on Wednesday 12/14/11	12/16/2011
13	12/11/2011	12/24/2011	**8:00 a.m. on Monday 12/26/11**	By Noon on Monday 12/26/11	12/30/2011**
14	12/25/2011	1/7/2012	9:00 a.m. on Monday 1/9/12	BY 4:30 p.m. on Wednesday 1/11/12	1/13/2012
15	1/8/2012	1/21/2012	9:00 a.m. on Monday 1/23/12	BY 4:30 p.m. on Wednesday 1/25/12	1/27/2012
16	1/22/2012	2/4/2012	9:00 a.m. on Monday 2/6/12	BY 4:30 p.m. on Wednesday 2/8/12	2/10/2012
17	2/5/2012	2/18/2012	**8:30 a.m. on Monday 2/20/12**	BY NOON on Monday 2/20/12	2/24/2012**
18	2/19/2012	3/3/2012	9:00 a.m. on Monday 3/5/12	BY 4:30 p.m. on Wednesday 3/7/12	3/9/2012
19	3/4/2012	3/17/2012	9:00 a.m. on Monday 3/19/12	BY 4:30 p.m. on Wednesday 3/21/12	3/23/2012
20	3/18/2012	3/31/2012	**8:30 a.m. on Sunday 4/1/12**	BY NOON on Sunday 4/1/12	4/5/2012**
21	4/1/2012	4/14/2012	9:00 a.m. on Monday 4/16/12	BY 4:30 p.m. on Wednesday 4/18/12	4/20/2012
22	4/15/2012	4/28/2012	9:00 a.m. on Monday 4/30/12	BY 4:30 p.m. on Wednesday 5/2/12	5/4/2012
23	4/29/2012	5/12/2012	**9:00 a.m. on Monday 5/14/12**	BY 5:00 p.m. on Tuesday 5/15/12	5/17/2012**
24	5/13/2012	5/26/2012	**8:30 a.m. on Monday 5/28/12**	BY NOON on Monday 5/28/12	5/31/2012**
25	5/27/2012	6/9/2012	9:00 a.m. on Monday 6/11/12	BY 5:00 p.m. on Tuesday 6/12/12	6/14/2012
26	6/10/2012	6/23/2012	9:00 a.m. on Monday 6/25/12	BY 5:00 p.m. on Tuesday 6/26/12	6/28/2012

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

Part-Time Lecturers and Graduate Teaching Fellows/ Scholars * will be paid on 2/15/11 for pay period ending 1/24/11.**

8	1/25/2011	2/24/2011	2/22/2011	Until 9:00 a.m. on 2/23/11	2/28/2011
9	2/25/2011	3/24/2011	3/24/2011	Until 9:00 a.m. on 3/25/11	3/31/2011
10	3/25/2011	4/24/2011	4/21/2011	Until 9:00 a.m. on 4/26/11	4/29/2011
11	4/25/2011	5/24/2011	5/23/2011	Until 9:00 a.m. on 5/24/11	5/31/2011
12	5/25/2011	6/30/2011	6/22/2011	Until 9:00 a.m. on 6/23/11	6/30/2011
1	7/1/2011	7/31/2011	7/20/2011	until 9:00 a.m. on 7/21/11	7/28/2011
2	8/1/2011	8/24/2011	8/24/2011	until 9:00 a.m. on 8/25/11	8/31/2011

Part-Time Lecturers and Graduate Teaching Fellows/ Scholars * will be paid on 9/15/11 for pay period ending 8/24/11.**

3	8/25/2011	9/24/2011	9/26/2011	until 9:00 a.m. on 9/27/11	9/30/2011
4	9/25/2011	10/24/2011	10/24/2011	until 9:00 a.m. on 10/25/11	10/31/2011
5	10/25/2011	11/24/2011	11/21/2011	until 9:00 a.m. on 11/22/11	11/30/2011
6	11/25/2011	12/24/2011	12/7/2011	until 9:00 a.m. on 12/8/11	12/16/2011
7	12/25/2011	1/24/2012	1/25/2012	until 9:00 a.m. on 1/26/12	1/31/2012

Part-Time Lecturers and Graduate Teaching Fellows/ Scholars * will be paid on 2/15/12 for pay period ending 1/24/12.**

8	1/25/2012	2/24/2012	2/23/2012	until 9:00 a.m. on 2/24/12	2/29/2012
9	2/25/2012	3/24/2012	3/22/2012	until 9:00 a.m. on 3/23/12	3/30/2012
10	3/25/2012	4/24/2012	4/19/2012	until 9:00 a.m. on 4/20/12	4/30/2012
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

Student Workers

12	6/1/2011	6/30/2011	9:00 a.m. on Tuesday 7/5/11	By Noon on 7/5/11	7/7/2011
1	7/1/2011	7/31/2011	**9:00 a.m. on Monday 8/1/11**	By Noon on 8/1/11	8/4/2011**
2	8/1/2011	8/31/2011	9:00 a.m. on Thursday 9/1/11	By Noon on 9/1/11	9/7/2011
3	9/1/2011	9/30/2011	**8:30 a.m. on Monday 10/3/11**	By NOON on 10/3/11	10/5/2011**
4	10/1/2011	10/31/2011	9:00 a.m. on Tuesday 11/1/11	By Noon on 11/1/11	11/7/2011
5	11/1/2011	11/30/2011	9:00 a.m. on Thursday 12/1/11	By Noon on 12/1/11	12/7/2011
6	12/1/2011	12/31/2011	9:00 a.m. on Tuesday 1/3/12	By Noon on 1/3/12	1/6/2012
7	1/1/2012	1/31/2012	9:00 a.m. on Wednesday 2/1/12	By Noon on 2/1/12	2/7/2012
8	2/1/2012	2/29/2012	9:00 a.m. on Thursday 3/1/12	By Noon on 3/1/12	3/7/2012
9	3/1/2012	3/31/2012	**9:00 a.m. on Monday 4/2/12**	By Noon on 4/2/12	4/5/2012
10	4/1/2012	4/30/2012	9:00 a.m. on Tuesday 5/1/12	By Noon on 5/1/12	5/7/2012
11	5/1/2012	5/31/2012	8:30 a.m. on Monday 6/4/12	By Noon on 6/4/12	6/7/2012
12	6/1/2012	6/30/2012	**8:30 a.m. on Sunday 7/1/12**	By Noon on Sunday 7/1/12	7/5/2012**

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

Special Circumstances
Affecting Payroll Processing

Bi-weekly
 Monday, August 8, 2011
 Tuesday, September 6, 2011
 Sunday, October 2, 2011
 Monday, December 26, 2011
 Monday, February 20, 2012
 Sunday, April 1, 2012
 Monday, May 28, 2012
Faculty
 Friday, December 9, 2011
Student
 Friday, August 4, 2011
 Monday, October 3, 2011
 Monday, April 2, 2011

Reason
 Return to 5 day work week
 Labor Day Holiday
 Fall Break Pay Date 10/6/11-10/7/11
 Christmas Holiday Break
 Mardi Gras Break
 Easter Break
 Memorial Day
Reason
 Semester End/Christmas Break
Reason
 Last week of 4 day work week
 Fall Break PayDate 10/5/11
 Easter Break