



NOVEMBER 2011 PAYROLL/HUMAN RESOURCES DEADLINE CALENDAR

NOTE: SEMI-MONTHLY PAY CYCLE FOR QUALIFYING 100, 110, 102, 112, 103, 113 AND 542 = (S1)

SEMI-MONTHLY PAY CYCLE FOR GA/TA/RA AND STIPEND PAYMENTS = (S2)

PAY DATE **DEADLINE**

11/4/11

WEEKLY and BIWEEKLY PAYDAY

10/24/2011

APPROVE TIME SHEETS for 104, 106, 114 & 116 employees for period ending 10/23/11 BY 5:00PM
APPROVE TIME SHEETS for Casual and Student employees for period ending 10/23/11 BY 5:00PM
APPROVE TIME SHEETS for qualifying 103 & 113 for period ending

10/23/11

APPROVE DUAL EMPLOYMENT TIME SHEETS for period ending 10/23/11 BY 5:00PM

10/27/11

PASS ACTION STATUS “**WAITING TO POST**” for **BIWEEKLY** PAY CHECKS ISSUED on 11/4/11

10/28/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **BIWEEKLY** PAYCHECKS ISSUED on 11/4/11

PASS ACTION STATUS “**WAITING TO POST**” for **WEEKLY** PAY CHECKS ISSUED on 11/4/11

10/31/11

APPROVE TIME SHEETS for 107 employees for period ending 10/30/11 BY 2:00PM

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **WEEKLY** PAYDAY FOR PAYCHECKS ISSUED on 11/4/11

11/11/11

WEEKLY PAYDAY

11/4/11

PASS ACTION STATUS “**WAITING TO POST**” for **WEEKLY** PAY CHECKS ISSUED on 11/11/11

11/7/11

APPROVE TIME SHEETS for 107 employees for period ending 11/6/11 BY 2:00PM

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **WEEKLY** PAYDAY FOR PAYCHECKS ISSUED on 11/11/11



11/15/11

SEMI-MONTHLY PAYDAY (S1) & (S2)

11/7/11

PASS ACTION STATUS “**WAITING TO POST**” for **SEMI-MONTHLY PAYDAY (S1)** PAY CHECKS ISSUED on 11/15/11

11/8/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **SEMI MONTHLY (S1)** FOR PAYCHECKS ISSUED on 11/15/11

PASS ACTION STATUS “**WAITING TO POST**” for **SEMI-MONTHLY PAYDAY (S2)** PAY CHECKS ISSUED on 11/15/11

11/18/11

WEEKLY and BIWEEKLY PAYDAY

11/7/11

APPROVE TIME SHEETS for 104, 106, 114 & 116 employees for period ending 11/06/11 BY 5:00PM

APPROVE TIME SHEETS for Casual and Student employees for period ending 11/06/11 BY 5:00PM

APPROVE TIME SHEETS for qualifying 103 & 113 for period ending 11/06/11 BY 5:00PM

APPROVE DUAL EMPLOYMENT TIME SHEETS for period ending 11/06/11 BY 5:00PM

11/11/11

PASS ACTION STATUS “**WAITING TO POST**” for **BIWEEKLY** PAY CHECKS ISSUED on 11/18/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **BIWEEKLY** PAYCHECKS ISSUED on 11/18/11

11/14/11

PASS ACTION STATUS “**WAITING TO POST**” for **WEEKLY** PAYDAY FOR PAY CHECKS ISSUED on 11/18/11

APPROVE TIME SHEETS for 107 employees for period ending 11/13/11 BY 2:00PM

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **WEEKLY** PAYCHECKS ISSUED on 11/18/11

11/23/11

ATTENTION!

WEEKLY PAYDAY

11/18/11

PASS ACTION STATUS “**WAITING TO POST**” for **WEEKLY** PAYDAY PAYCHECKS ISSUED on 11/23/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **WEEKLY** PAYDAY FOR PAYCHECKS ISSUED on 11/23/11

11/21/11

APPROVE TIME SHEETS for 107 employees for period ending 11/20/11 BY **NOON**



12/1/11

MONTHLY AND SEMI-MONTHLY PAYDAY (S1) & (S2)

11/21/11

PASS ACTION STATUS “**WAITING TO POST**” for **SEMI MONTHLY PAYROLL (S1)**
PAYCHECKS ISSUED on 12/1/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **SEMI MONTHLY (S1)** FOR PAYCHECKS ISSUED on 12/1/11

11/22/11

PASS ACTION STATUS “**WAITING TO POST**” for **MONTHLY** PAYROLL
PAYCHECKS ISSUED on 12/1/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **MONTHLY** FOR PAYCHECKS ISSUED on 12/1/11

11/23/11

PASS ACTION STATUS “**WAITING TO POST**” for **SEMI MONTHLY PAYROLL (S2)**
PAYCHECKS ISSUED on 12/1/11



12/2/11

WEEKLY and BIWEEKLY PAYDAY

11/21/11

APPROVE TIME SHEETS for 104, 106, 114 & 116 employees for period ending 11/20/11 BY 5:00PM
APPROVE TIME SHEETS for Casual and Student employees for period ending 11/20/11 BY 5:00PM
APPROVE TIME SHEETS for qualifying 103 & 113 for period ending 11/20/11 BY 5:00PM
APPROVE DUAL EMPLOYMENT TIME SHEETS for period ending 11/20/11 BY 5:00PM

11/28/11

PASS ACTION STATUS “**WAITING TO POST**” for **BIWEEKLY** PAY CHECKS
ISSUED on 12/2/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **BIWEEKLY** PAYCHECKS ISSUED on 12/2/11

APPROVE TIME SHEETS for 107 employees for period ending 11/27/11 by 2:00 PM

PASS ACTION STATUS “**WAITING TO POST**” for **WEEKLY** PAYDAY
PAYCHECKS ISSUED on 12/2/11

LAST DAY TO AMEND TIME SHEETS (CURRENT and PREVIOUS PAY PERIODS) for **WEEKLY** PAYDAY FOR PAYCHECKS ISSUED on 12/2/11

Please Note:

Return all unclaimed checks to the Payroll Department immediately.

Unclaimed checks should not be held in the department for more than 1 week.