

## **PAYROLL/HUMAN RESOURCE DEADLINE CALENDAR FOR NOVEMBER 2009**

<b>NOTE:</b>	<b>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)</b>
11/2/2009	TIME CARDS for 107 employees for period ending 11/1/2009 (10 AM)
11/6/09	BIWEEKLY PAYDAY WEEKLY PAYDAY PASS ACTION STATUS "WAITING TO POST" for WEEKLY paychecks issued on 11/13/09 PASS ACTION STATUS "WAITING TO POST" for SEMI-MONTHLY (S1) and (S2) paychecks issued on 11/13/09
11/9/2009	TIME REPORTS for 104, 106, 114 & 116 employees for period ending 11/08/2009 (10 AM) TIME SHEETS for Casual and Student employees for period ending 11/08/2009 (10 AM) TIME SHEETS for qualifying 103 & 113 for period ending 11/08/09 (10 AM) TIME CARDS for 107 employees for period ending 11/08/2009 (10 AM) DUAL EMPLOYMENT TIME SHEETS for period ending 11/08/2009 (10 AM)
11/13/2009	WEEKLY PAYDAY SEMI-MONTHLY PAYDAY (S1) & (S2) PASS ACTION STATUS "WAITING TO POST" for WEEKLY and BIWEEKLY paychecks issued on 11/20/09
11/16/2009	TIME CARDS for 107 employees for period ending 11/15/2009 (10 AM)
11/20/2009	BIWEEKLY PAYDAY WEEKLY PAYDAY <b>TIME REPORTS for 104, 106, 114 &amp; 116 employees for period ending 11/22/2009 (10 AM)</b> <b>TIME SHEETS for Casual and Student employees for period ending 11/22/2009 (10 AM)</b> <b>TIME SHEETS for qualifying 103 &amp; 113 for period ending 11/22/09 (10 AM)</b> <b>DUAL EMPLOYMENT TIME SHEETS for period ending 11/22/2009 (10 AM)</b> PASS ACTION STATUS "WAITING TO POST" for WEEKLY paychecks issued on 11/25/09 PASS ACTION STATUS "WAITING TO POST" for SEMI-MONTHLY (S1) and (S2) paychecks issued on 12/01/09 PASS ACTION STATUS "WAITING TO POST" for MONTHLY paychecks issued on 12/01/09
11/25/2009	WEEKLY PAYDAY PASS ACTION STATUS "WAITING TO POST" for WEEKLY and BIWEEKLY paychecks issued on 12/04/09
11/26/09	<b>HAPPY THANKSGIVING!</b>
11/30/2009	TIME CARDS for 107 employees for period ending 11/29/2009 (10 AM)
<b>NOTE:</b>	<b><u>RETURN ALL UNCLAIMED CHECKS TO THE PAYROLL DEPARTMENT IMMEDIATELY.</u></b> <b><u>UNCLAIMED CHECKS SHOULD NOT BE HELD IN THE DEPARTMENT FOR MORE THAN 1 WEEK</u></b>