

2012 Payroll Documents & Pay Schedule

Faculty, Adjunct, A&P, USPS, OPS & Graduate Assistants

Bi-weekly Pay Period	1. Document Submission Deadlines				2. Time & Labor Reps Input	3. Time & Labor Reps and Approvers	4. Regular Pay Day	5. Late Documents and New Hire Pay Day
	Provost	President & VP's	Budget Office & Sponsored Research	HR Documents				
12/09/11-12/22/11	11/25/11	12/02/11	12/09/11	12/09/11	12/19/11	12/20/11	12/30/11	01/13/12
12/23/11-01/05/12	12/09/11	12/16/11	12/23/11	12/30/11	01/04/12	01/05/12	01/13/12	01/27/12
01/06/12-01/19/12	12/23/11	12/30/11	01/06/12	01/13/12	01/18/12	01/19/12	01/27/12	02/10/12
01/20/12-02/02/12	01/06/12	01/13/12	01/20/12	01/27/12	02/01/12	02/02/12	02/10/12	02/24/12
02/03/12-02/16/12	01/20/12	01/27/12	02/03/12	02/10/12	02/15/12	02/16/12	02/24/12	03/09/12
02/17/12-03/01/12	02/03/12	02/10/12	02/17/12	02/24/12	02/29/12	03/01/12	03/09/12	03/23/12
03/02/12-03/15/12	02/17/12	02/24/12	03/02/12	03/09/12	03/14/12	03/15/12	03/23/12	04/06/12
03/16/12-03/29/12	03/02/12	03/09/12	03/16/12	03/23/12	03/28/12	03/29/12	04/06/12	04/20/12
03/30/12-04/12/12	03/16/12	03/23/12	03/30/12	04/06/12	04/11/12	04/12/12	04/20/12	05/04/12
04/13/12-04/26/12	03/30/12	04/06/12	04/13/12	04/20/12	04/25/12	04/26/12	05/04/12	05/18/12
04/27/12-05/10/12	04/13/12	04/20/12	04/27/12	05/04/12	05/09/12	05/10/12	05/18/12	06/01/12
05/11/12-05/24/12	04/27/12	05/04/12	05/11/12	05/18/12	05/23/12	05/24/12	06/01/12	06/15/12
05/25/12-06/07/12	05/11/12	05/18/12	05/25/12	06/01/12	06/06/12	06/07/12	06/15/12	06/29/12
06/08/12-06/21/12	05/25/12	06/01/12	06/08/12	06/15/12	06/20/12	06/21/12	06/29/12	07/13/12
06/22/12-07/05/12	06/08/12	06/15/12	06/22/12	06/29/12	07/03/12	07/05/12	07/13/12	07/27/12
07/06/12-07/19/12	06/22/12	06/29/12	07/06/12	07/13/12	07/18/12	07/19/12	07/27/12	08/10/12
07/20/12-08/02/12	07/06/12	07/13/12	07/20/12	07/27/12	08/01/12	08/02/12	08/10/12	08/24/12
08/03/12-08/16/12	07/20/12	07/27/12	08/03/12	08/10/12	08/15/12	08/16/12	08/24/12	09/07/12
08/17/12-08/30/12	08/03/12	08/10/12	08/17/12	08/24/12	08/29/12	08/30/12	09/07/12	09/21/12
08/31/12-09/13/12	08/17/12	08/24/12	08/31/12	09/07/12	09/12/12	09/13/12	09/21/12	10/05/12
09/14/12-09/27/12	08/31/12	09/07/12	09/14/12	09/21/12	09/26/12	09/27/12	10/05/12	10/19/12
09/28/12-10/11/12	09/14/12	09/21/12	09/28/12	10/05/12	10/10/12	10/11/12	10/19/12	11/02/12
10/12/12-10/25/12	09/28/12	10/05/12	10/12/12	10/19/12	10/24/12	10/25/12	11/02/12	11/16/12
10/26/12-11/08/12	10/12/12	10/19/12	10/26/12	11/02/12	11/07/12	11/08/12	11/16/12	11/30/12
11/09/12-11/22/12	10/26/12	11/02/12	11/06/12	11/13/12	11/19/12	11/20/12	11/30/12	12/14/12
11/23/12-12/06/12	11/09/12	11/16/12	11/23/12	11/30/12	12/05/12	12/06/12	12/14/12	12/28/12
12/07/12-12/20/12	11/23/12	11/30/12	12/07/12	12/07/12	12/18/12	12/19/12	12/28/12	01/11/13
12/21/12-01/03/13	12/07/12	12/14/12	12/21/12	12/28/12	01/02/13	01/03/13	01/11/13	01/25/13
01/04/13-01/17/13	12/21/12	12/28/12	01/04/13	01/11/13	01/16/13	01/17/13	01/25/13	02/08/13

1. All completed employment contracts, payroll sign up documents and/or other relevant payroll documents are due in President, Provost, Vice President's Budget Office, Sponsored Research & Human Resources on this date.
2. Time and Labor Reps must input time and leave used by 4:00 p.m. E.S.T. on this date.
3. Time and Labor Reps must ensure that exceptions are cleared by 10:00 a.m. E.S.T. and Time approver's must approve payable time by 2:30 p.m. E.S.T. on this date.
4. This is the regular bi-weekly pay date.
5. This is the pay date on which employee's with late documents submission and new hire's will be expected to be paid if employment begins on any day during the affected pay period.

Denotes anticipated early payroll processing period.