

Biweekly Payroll Schedule 2011-2012

PAYROLL ID	PAY PERIOD BEGIN DATE	PAY PERIOD END DATE	FLAT RATE REQUEST FORM DUE IN HR	GRAD APPTS DUE#	TEMPORARY TIMESHEETS DUE IN HR SYSTEM ##	PAYROLL LOCKOUT - TIME RECORDS TAKEN BY PAYROLL	PAYDAY	MANUAL CHECK CUTOFF NOON	MANUAL CHECK PAYDAY	HOLIDAYS
20122R01	Jun 11	Jun 24	Jun 10	Jun 13	Jun 29*	Jun 30*	Jul 08	Jul 12	Jul 15	
20122R02	Jun 25	Jul 08	Jun 24	Jun 27	Jul 14	Jul 15	Jul 22	Jul 26	Jul 29	Independence Day Mon, Jul 4
20122R03	Jul 09	Jul 22	Jul 08	Jul 11	Jul 28	Jul 29	Aug 05	Aug 09	Aug 12	
20122R04	Jul 23	Aug 05	Jul 22	Jul 25	Aug 11	Aug 12	Aug 19	Aug 23	Aug 26	
20122R05	Aug 06	Aug 19	Aug 05	Aug 08	Aug 25	Aug 26	Sep 02	Sep 06	Sep 09	
20122R06	Aug 20	Sep 02	Aug 19	Aug 22	Sep 08	Sep 09	Sep 16	Sep 20	Sep 23	
20122R07	Sep 03	Sep 16	Sep 02	Sep 06*	Sep 22	Sep 23	Sep 30	Oct 04	Oct 07	Labor Day Mon, Sept 5
20122R08	Sep 17	Sep 30	Sep 16	Sep 19	Oct 06	Oct 07	Oct 14	Oct 18	Oct 21	
20122R09	Oct 01	Oct 14	Sep 30	Oct 03	Oct 20	Oct 21	Oct 28	Nov 01	Nov 04	
20122R10	Oct 15	Oct 28	Oct 14	Oct 17	Nov 03	Nov 04	Nov 11	Pay on 2R11	Nov 23	
20122R11	Oct 29	Nov 11	Oct 28	Oct 31	Nov 15*	Nov 16*	Nov 23*	Nov 29	Dec 02	
20122R12	Nov 12	Nov 25	Nov 11	Nov 14	Dec 01	Dec 02	Dec 09	Dec 13	Dec 16	Thanksgiving Nov 24- 25
20122R13	Nov 26	Dec 09	Nov 23*	Nov 28	Dec 15	Dec 16	Dec 23	Pay on 2R14	Jan 06	
20122R14	Dec 10	Dec 23	Dec 09	Dec 12	Jan 03 @ noon*	Jan 03 @ noon*	Jan 06	Jan 10	Jan 13	
20122R15	Dec 24	Jan 06	Dec 23	Jan 03*	Jan 11*	Jan 12*	Jan 20	Jan 24	Jan 27	Winter Break, Dec 26-30 New Year's Day Mon, Jan 2
20122R16	Jan 07	Jan 20	Jan 06	Jan 09	Jan 26	Jan 27	Feb 03	Feb 07	Feb 10	ML King, Jr. Mon, Jan 16
20122R17	Jan 21	Feb 03	Jan 20	Jan 23	Feb 09	Feb 10	Feb 17	Feb 21	Feb 24	
20122R18	Feb 04	Feb 17	Feb 03	Feb 06	Feb 23	Feb 24	Mar 02	Mar 06	Mar 09	
20122R19	Feb 18	Mar 02	Feb 17	Feb 20	Mar 08	Mar 09	Mar 16	Mar 20	Mar 23	
20122R20	Mar 03	Mar 16	Mar 02	Mar 05	Mar 22	Mar 23	Mar 30	Apr 03	Apr 06	
20122R21	Mar 17	Mar 30	Mar 16	Mar 19	Apr 05	Apr 06	Apr 13	Apr 17	Apr 20	
20122R22	Mar 31	Apr 13	Mar 30	Apr 02	Apr 19	Apr 20	Apr 27	May 01	May 04	
20122R23	Apr 14	Apr 27	Apr 13	Apr 16	May 03	May 04	May 11	May 15	May 18	
20122R24	Apr 28	May 11	Apr 27	Apr 30	May 17	May 18	May 25	May 29	Jun 01	
20122R25	May 12	May 25	May 11	May 14	May 31	Jun 01	Jun 08	Jun 12	Jun 15	
20122R26	May 26	Jun 08	May 25	May 29*	Jun 14	Jun 15	Jun 22	Jun 26	Jun 29	Memorial Day Mon, May 28

To ensure timely insurance enrollment, appointments must be approved by 1st workday of month in which they are effective.

Departments set an earlier internal deadline by which employees must turn in timesheets

*Deviations due to holidays