



2010

# Payroll Timekeeper and Approver Schedule

Bi-Weekly Payroll (2R) Non-exempt, Temporary, On-Call, Students, Non-Credit				Monthly Payroll (5R) Faculty, Exempt Staff, G.A., T.A., R.A.		
Pay Period	Time Entry Deadline	Pay Date		Pay Period	Exception Time Deadline	Pay Date
1 12/19/09 - 01/01/10	01/04/10	01/08/10		1 01/01/10 - 01/31/10	01/20/10	01/29/10
2 01/02/10 - 01/15/10 <i>Note 1</i>	01/15/10	01/22/10				
3 01/16/10 - 01/29/10	02/01/10	02/05/10		2 02/01/10 - 02/28/10	02/19/10 <i>Note 4</i>	02/26/10
4 01/30/10 - 02/12/10	02/15/10	02/19/10				
5 02/13/10 - 02/26/10	03/01/10	03/05/10		3 03/01/10 - 03/31/10	03/22/10	03/31/10
6 02/27/10 - 03/12/10 <i>Note 3</i>	03/08/10	03/19/10				
7 03/13/10 - 03/26/10	03/29/10	04/02/10		4 04/01/10 - 04/30/10	04/20/10	04/30/10
8 03/27/10 - 04/09/10	04/12/10	04/16/10				
9 04/10/10 - 04/23/10 <i>Note 2</i>	04/26/10	04/30/10		5 05/01/10 - 05/31/10	05/20/10	05/28/10
10 04/24/10 - 05/07/10	05/10/10	05/14/10				
11 05/08/10 - 05/21/10	05/24/10	05/28/10		6 06/01/10 - 06/30/10	06/21/10	06/30/10
12 05/22/10 - 06/04/10	06/07/10	06/11/10				
13 06/05/10 - 06/18/10	06/21/10	06/25/10		7 07/01/10 - 07/31/10	07/20/10	07/30/10
14 06/19/10 - 07/02/10 <i>Note 1</i>	07/02/10	07/09/10				
15 07/03/10 - 07/16/10	07/19/10	07/23/10		8 08/01/10 - 08/31/10	08/20/10	08/31/10
16 07/17/10 - 07/30/10	08/02/10	08/06/10				
17 07/31/10 - 08/13/10	08/16/10	08/20/10		9 09/01/10 - 09/30/10	09/20/10	09/30/10
18 08/14/10 - 08/27/10	08/30/10	09/03/10				
19 08/28/10 - 09/10/10	09/13/10	09/17/10		10 10/01/10 - 10/31/10	10/20/10	10/29/10
20 09/11/10 - 09/24/10	09/27/10	10/01/10				
21 09/25/10 - 10/08/10	10/11/10	10/15/10		11 11/01/10 - 11/30/10	11/18/10 <i>Note 1</i>	11/30/10
22 10/09/10 - 10/22/10 <i>Note 2</i>	10/25/10	10/29/10				
23 10/23/10 - 11/05/10 <i>Note 5</i>	11/05/10	11/12/10		12 12/01/10 - 12/31/10	12/15/10 <i>Note 1</i>	12/23/10
24 11/06/10 - 11/19/10 <i>Note 1</i>	11/18/10	11/24/10				
25 11/20/10 - 12/03/10	12/06/10	12/10/10				
26 12/04/10 - 12/17/10 <i>Note 1</i>	12/17/10	12/23/10				

Biweekly time entry & approval deadline is 5:00 PM on Monday unless otherwise indicated on the schedule. Monthly exception time entry & approval deadline is 5:00 PM on the 20th unless otherwise indicated.

Note 1 - Due to the holiday, biweekly time entry/monthly exception time & approvals are due early.

Note 2 - When three biweekly paydays occur within the month, only mandatory deductions are withheld.

**Note 3 - Due to Banner 8.0 installation over Spring break, time entry & approvals will be due early. Requires estimation.**

Note 4 - Due to February 26th pay date, monthly exception time & approval are due early.

Note 5 - Due to bank processing center closures on Veterans Day November 11<sup>th</sup>, time entry & approvals are due early.