



2011

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 12/18/10 - 12/31/10	01/03/11	01/07/11		1 01/01/11 - 01/31/11	01/20/11	01/31/11
2 01/01/11 - 01/14/11 <i>Note 1</i>	01/14/11	01/21/11				
3 01/15/11 - 01/28/11	01/31/11	02/04/11		2 02/01/11 - 02/28/11	02/21/11	02/28/11
4 01/29/11 - 02/11/11	02/14/11	02/18/11				
5 02/12/11 - 02/25/11	02/28/11	03/04/11		3 03/01/11 - 03/31/11	03/21/11	03/31/11
6 02/26/11 - 03/11/11	03/14/11	03/18/11				
7 03/12/11 - 03/25/11	03/28/11	04/01/11		4 04/01/11 - 04/30/11	04/20/11	04/29/11
8 03/26/11 - 04/08/11	04/11/11	04/15/11				
9 04/09/11 - 04/22/11 <i>Note 2</i>	04/25/11	04/29/11		5 05/01/11 - 05/31/11	05/20/11	05/31/11
10 04/23/11 - 05/06/11	05/09/11	05/13/11				
11 05/07/11 - 05/20/11	05/23/11	05/27/11		6 06/01/11 - 06/30/11	06/20/11	06/30/11
12 05/21/11 - 06/03/11	06/06/11	06/10/11				
13 06/04/11 - 06/17/11	06/20/11	06/24/11		7 07/01/11 - 07/31/11	07/20/11	07/29/11
14 06/18/11 - 07/01/11 <i>Note 1</i>	07/01/11	07/08/11				
15 07/02/11 - 07/15/11	07/18/11	07/22/11		8 08/01/11 - 08/31/11	08/22/11	08/31/11
16 07/16/11 - 07/29/11	08/01/11	08/05/11				
17 07/30/11 - 08/12/11	08/15/11	08/19/11		9 09/01/11 - 09/30/11	09/20/11	09/30/11
18 08/13/11 - 08/26/11	08/29/11	09/02/11				
19 08/27/11 - 09/09/11	09/12/11	09/16/11		10 10/01/11 - 10/31/11	10/20/11	10/31/11
20 09/10/11 - 09/23/11 <i>Note 2</i>	09/26/11	09/30/11				
21 09/24/11 - 10/07/11	10/10/11	10/14/11		11 11/01/11 - 11/30/11	11/21/11	11/30/11
22 10/08/11 - 10/21/11	10/24/11	10/28/11				
23 10/22/11 - 11/04/11 <i>Note 3</i>	11/04/11	11/10/11		12 12/01/11 - 12/31/11	12/15/11 <i>Note 1</i>	12/22/11
24 11/05/11 - 11/18/11 <i>Note 1</i>	11/17/11	11/23/11				
25 11/19/11 - 12/02/11	12/05/11	12/09/11				
26 12/03/11 - 12/16/11 <i>Note 1</i>	12/16/11	12/22/11				

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 bank closures on Veterans Day, November 11th, time due early.