



**2011-12 HOURLY AND ADDITIONAL PAYMENTS
CUTOFF DATES AND PAYDAY SCHEDULE**
Online Timesheets/Hardcopy Payment Request Forms,
Spec. Consultants, Hourly employees, Stud. Assist, Work Study, OT, Shift, Stipends

PAY PERIOD BEG. & END DATES	WORK DAYS	LAST DAY FOR EMPLOYEES TO INPUT TIME ON-LINE	LAST DAY FOR MANAGER ON-LINE APPROVAL *	HOLIDAYS / CAMPUS CLOSURE	PAYDAY ** CASHIERS AFTER 1:00 P.M.
JULY 2011 Jul 1 - Aug 1, 2011	22	08/01/11	08/02/11	Jul 04, 2011	MONDAY Aug 15, 2011
AUGUST Aug 2 - Aug 31, 2011	22	08/31/11	09/01/11	None	THURSDAY Sep 15, 2011
SEPTEMBER Sept 1 - Sept 30, 2011	22	09/30/11	10/03/11	Sept. 5	FRIDAY Oct 14, 2011
OCTOBER Oct 1 - Oct 31, 2011	21	10/31/11	11/1/11	None	TUESDAY Nov 15, 2011
NOVEMBER Nov 1 - Nov 30, 2011	22	11/30/11	12/01/11	Nov 11, 24 & 25	THURSDAY Dec 15, 2011
DECEMBER Dec 1 - Dec 31, 2011	22	12/31/11	01/03/12	Dec 26 - Dec 31	FRIDAY Jan 13, 2012
JANUARY 2012 Jan 1 - Jan 31, 2012	22	01/31/12	02/01/12	Jan 2, 16, 2012	WEDNESDAY Feb 15, 2012
FEBRUARY Feb 1 - Feb 29, 2012	21	02/29/12	03/01/12	None	THURSDAY Mar 15, 2012
MARCH Mar 1 - Mar 31, 2012	22	03/31/12	04/02/12	Mar 30	MONDAY Apr 16, 2012
APRIL Apr 1 - Apr 30, 2012	21	04/30/12	05/01/12	None	TUESDAY May 15, 2012
MAY May 1 - May 30, 2012	22	05/30/12	05/31/12	May 28	FRIDAY Jun 15, 2012
JUNE May 31 - Jun 30, 2012	22	06/30/12	07/02/12	None	MONDAY Jul 16, 2012

* Documentation received in Payroll after 5:00 PM on the *Online Approval* date will be paid on the 25th.

** Documentation received after Payday will be paid on the following 15th payday.