

MONTHLY PAYROLL SCHEDULE 2011 - 2012

Month	Payroll ID	LOCK OUT @ 5pm By this date, all related backup/supporting documentation must also be submitted to HRIM	Overdrawn Leave Letters Due to Payroll Distribution Changes Completed by 5:00 PM Compensating Control Reports run at 5:00 PM	Authorization and Supplemental Pay Detail Report Approval Due by 5:00pm	Payroll Is Confirmed ##	Pay Day	Off-Cycle Check Request Cutoff @ 5:00pm **	Off Cycle Check Payday	Holidays / Comments
July	20121R01	Tues Jul 12	Thur Jul 14	Tues Jul 19	Wed Jul 20	Fri Jul 29	Thur Aug 4	Mon Aug 15	Independence Day Mon Jul 4
Aug	20121R02	Fri Aug 12	Tues Aug 16	Fri Aug 19	Mon Aug 22	Wed Aug 31	Wed Sep 7	Thur Sep 15	
Sep	20121R03	Tues Sep 13	Thur Sep 15	Tues Sep 20	Wed Sep 21	Fri Sep 30	Thur Oct 6	Fri Oct 14	Labor Day Mon Sep 5
Oct	20121R04	Wed Oct 12	Fri Oct 14	Wed Oct 19	Thur Oct 20	Mon Oct 31	Fri Nov 4	Tues Nov 15	
Nov	20121R05	Wed Nov 9	Fri Nov 11	Wed Nov 16	Thur Nov 17	Wed Nov 30	N/A	Pay on 1R06	Thanksgiving Nov 24 - 25
Dec	20121R06	Mon Dec 5	Wed Dec 7	Mon Dec 12	Tues Dec 13	Thur Dec 22	Fri Jan 6	Fri Jan 13	Winter Break, Dec 26-30 New Year's Day, Mon Jan 2
Jan	20121R07	Wed Jan 11	Fri Jan 13	Thur Jan 19	Fri Jan 20	Tues Jan 31	Mon Feb 6	Wed Feb 15	M.L. King, Jr Day Mon Jan 16
Feb	20121R08	Fri Feb 10	Tues Feb 14	Fri Feb 17	Mon Feb 20	Wed Feb 29	Tues Mar 6	Thur Mar 15	
Mar	20121R09	Tues Mar 13	Thur Mar 15	Tues Mar 20	Wed Mar 21	Fri Mar 30	Thur Apr 5	Fri Apr 13	
Apr	20121R10	Wed Apr 11	Fri Apr 13	Wed Apr 18	Thur Apr 19	Mon Apr 30	Fri May 4	Tues May 15	
May	20121R11	Fri May 11	Tues May 15	Fri May 18	Mon May 21	Thur May 31	Wed Jun 6	Fri Jun 15	Memorial Day Mon May 28
June	20121R12	Tues Jun 12	Thur Jun 14	Tues Jun 19	Wed Jun 20	Fri Jun 29	Fri Jul 6	Fri Jul 13	

++ All distribution changes must be processed by close of business on lockout date.

On the day following this day, employees may view their paycheck information via Employee Self Service

** By this date, an Off-Cycle Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines presumed to be 5 PM unless otherwise noted