

Please note that this payroll will be processed on the new Banner HR system.
Timesheet cut off dates must be strictly adhered to in order to be paid.

2011 BI-WEEKLY PAY PERIOD SCHEDULE
AUXILIARIES AND STUDENT ASSISTANTS ONLY

Pay Periods	Pay Period Dates		Timesheets must be received in Payroll by 11AM	Friday Payday
01	December 26	- January 08	JANUARY 07	January 14, 2011
02	January 09	- January 22	JANUARY 21	January 28
03	January 23	- February 05	FEBRUARY 04	February 11
04	February 06	- February 19	FEBRUARY 18	February 25
05	February 20	- March 05	MARCH 04	March 11
06	March 06	- March 19	MARCH 18	March 25
07	March 20	- April 02	APRIL 01	April 08
*08	April 03	- April 16	APRIL 14	April 21
09	April 17	- April 30	APRIL 29	May 06
10	May 01	- May 14	MAY 13	May 20
11	May 15	- May 28	MAY 27	June 03
12	May 29	- June 11	JUNE 10	June 17
*13	June 12	- June 25	JUNE 23	June 30
14	June 26	- July 09	JULY 08	July 15
15	July 10	- July 23	JULY 22	July 29
16	July 24	- August 06	AUGUST 05	August 12
17	August 07	- August 20	AUGUST 19	August 26
*18	August 21	- September 03	SEPTEMBER 01	September 09
19	September 04	- September 17	SEPTEMBER 16	September 23
20	September 18	- October 01	SEPTEMBER 30	October 07
21	October 02	- October 15	OCTOBER 14	October 21
22	October 16	- October 29	OCTOBER 28	November 04
*23	October 30	- November 12	NOVEMBER 10	November 18
24	November 13	- November 26	NOVEMBER 25	December 02
25	November 27	- December 10	DECEMBER 09	December 16
*26	December 11	- December 24	DECEMBER 19	December 30
01	December 25	- January 07	January 06	January 13, 2012

* Timesheets ***must*** be approved by Supervisor and received in the Payroll Office by ***11:00 AM*** on the dates as outlined above.

* A timesheet sent by intercampus mail must be sent two days prior to the due date in order to reach the Payroll Department on time for the cut-off.

*** These weeks include a Stat Holiday; timesheets need to be submitted *earlier*.**

* Timesheets should **NOT** be held back for the employee's or Supervisor's Approval signature. Payroll will accept photocopies or faxed copies of t/s waiting for approval.

* If you have any questions regarding the above schedule, please contact the Payroll Office.
Call: Debbie Lawless @ 527-5102 or Darlene Glasgow @ 527-5386