

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.**

**2012 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 25       | - January 07          | <b>JANUARY 06</b>                              | January 13, 2012    |
| 02          | January 08        | - January 21          | <b>JANUARY 20</b>                              | January 27          |
| 03          | January 22        | - February 04         | <b>FEBRUARY 03</b>                             | February 10         |
| 04          | February 05       | - February 18         | <b>FEBRUARY 17</b>                             | February 24         |
| 05          | February 19       | - March 03            | <b>MARCH 02</b>                                | March 09            |
| 06          | March 04          | - March 17            | <b>MARCH 16</b>                                | March 23            |
| <b>*07</b>  | <b>March 18</b>   | <b>- March 31</b>     | <b>MARCH 29</b>                                | <b>April 05</b>     |
| 08          | April 01          | - April 14            | <b>APRIL 13</b>                                | April 20            |
| 09          | April 15          | - April 28            | <b>APRIL 27</b>                                | May 04              |
| 10          | April 29          | - May 12              | <b>MAY 11</b>                                  | May 18              |
| 11          | May 13            | - May 26              | <b>MAY 25</b>                                  | June 01             |
| 12          | May 27            | - June 09             | <b>JUNE 8</b>                                  | June 15             |
| 13          | June 10           | - June 23             | <b>JUNE 22</b>                                 | June 29             |
| 14          | June 24           | - July 07             | <b>JULY 06</b>                                 | July 13             |
| 15          | July 08           | - July 21             | <b>JULY 20</b>                                 | July 27             |
| <b>*16</b>  | <b>July 22</b>    | <b>- August 04</b>    | <b>AUGUST 02</b>                               | <b>August 10</b>    |
| 17          | August 05         | - August 18           | <b>AUGUST 17</b>                               | August 24           |
| <b>*18</b>  | <b>August 19</b>  | <b>- September 01</b> | <b>AUGUST 30</b>                               | <b>September 07</b> |
| 19          | September 02      | - September 15        | <b>SEPTEMBER 14</b>                            | September 21        |
| 20          | September 16      | - September 29        | <b>SEPTEMBER 28</b>                            | October 05          |
| 21          | September 30      | - October 13          | <b>OCTOBER 12</b>                              | October 19          |
| 22          | October 14        | - October 27          | <b>OCTOBER 26</b>                              | November 02         |
| <b>*23</b>  | <b>October 28</b> | <b>- November 10</b>  | <b>NOVEMBER 08</b>                             | <b>November 16</b>  |
| 24          | November 11       | - November 24         | <b>NOVEMBER 23</b>                             | November 30         |
| 25          | November 25       | - December 08         | <b>DECEMBER 07</b>                             | December 14         |
| 26          | December 09       | - December 22         | <b>DECEMBER 18</b>                             | December 28         |
| 01          | December 23       | - January 05          | <b>January 04</b>                              | January 11, 2013    |

\* 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.

\*\*\*\* PAYROLL FAX: 527-5699 \*\*\*\*

**\* 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