

2011
Pay Period Schedule
CONTRACT EMPLOYEES AND CONTRACT FACULTY

Please note that this payroll will be processed on the new Banner HR system.

Cut off dates must be strictly adhered to in order to be paid.

Pay No.	Pay Period	Timesheets, invoices due in to payroll on the following dates	Transmit Date	Pay Date
1	December 16 - December 31	December 29	January 5	January 7
2	January 1 - January 15	January 14	January 19	January 21
3	January 16 - January 31	January 31	February 3	February 7
4	February 1 - February 15	February 15	February 18	February 22
5	February 16 - February 28	February 28	March 3	March 7
6	March 1 - March 15	March 15	March 18	March 22
7	March 16 - March 31	March 31	April 5	April 7
8	April 1 - April 15	April 14	April 19	April 21
9	April 16 - April 30	April 29	May 4	May 6
10	May 1 - May 15	May 13	May 18	May 20
11	May 16 - May 31	May 31	June 3	June 7
12	June 1 - June 15	June 15	June 20	June 22
13	June 16 - June 30	June 29	July 5	July 7
14	July 1 - July 15	July 15	July 20	July 22
15	July 16 - July 31	July 28	August 3	August 5
16	August 1 - August 15	August 15	August 18	August 22
17	August 16 - August 31	August 30	September 2	September 7
18	September 1 - September 15	September 15	September 20	September 22
19	September 16 - September 30	September 30	October 5	October 7
20	October 1 - October 15	October 14	October 19	October 21
21	October 16 - October 31	October 31	November 3	November 7
22	November 1 - November 15	November 15	November 18	November 22
23	November 16 - November 30	November 30	December 5	December 7
24	December 1 - December 15	December 15	December 20	December 22
1	December 16 - December 31	December 23	January 4	January 6

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

If you have any questions about the above schedule, please contact the Payroll Dept. at local #5473 or #5376