

## 2011 HUMAN RESOURCES PAYROLL SCHEDULE

2011 Paydates	Pay #	<u>Personnel Action Forms</u> to Human Resources by <b>12:00 Noon</b>  <u>E-Sign Student Employment Forms</u> to Human Resources by <b>12:00 Noon</b>	<u>Work Study EPAF</u> to Student Employment by <b>12:00 Noon</b>	<u>All EPAF</u> to Human Resources by <b>5:00 p.m.</b>	<u>WEB Time Entry</u> cutoff by <b>11:30 p.m.*</b> of date below	<u>Timesheet Approval Deadline</u> by <b>12:00 Noon</b>  <u>Higher Level Duty Forms</u> to Human Resources by <b>12:00 Noon</b>
Mon - Jan 10	1	Wed - Dec 22	Wed - Dec 22	Wed - Dec 29	Fri - Dec 31	Mon - Jan 3
Tues - Jan 25	2	Fri - Jan 7	Fri - Jan 7	Thurs - Jan 13	Sat - Jan 15	Tues - Jan 18
Thurs - Feb 10	3	Fri - Jan 21	Fri - Jan 21	Fri - Jan 28	Mon - Jan 31	Tues - Feb 1
Fri - Feb 25	4	Mon - Feb 7	Mon - Feb 7	Mon - Feb 14	Tues - Feb 15	Wed - Feb 16
Thurs - Mar 10	5	Thurs - Feb 17	Thurs - Feb 17	Fri - Feb 25	Mon - Feb 28	Tues - Mar 1
Fri - Mar 25	6	Mon - Mar 7	Mon - Mar 7	Mon - Mar 14	Tues - Mar 15	Wed - Mar 16
Mon - Apr 11	7	Wed - Mar 23	Wed - Mar 23	Wed - Mar 30	Thurs - Mar 31	Fri - Apr 1
Mon - Apr 25	8	Thurs - Apr 7	Thurs - Apr 7	Thurs - Apr 14	Fri - Apr 15	Mon - Apr 18
Tues - May 10	9	Fri - Apr 22	Fri - Apr 22	Thurs - Apr 28	Sat - Apr 30	Mon - May 2
Wed - May 25	10	Fri - May 6	Fri - May 6	Thurs - May 12	Sun - May 15	Mon - May 16
Fri - Jun 10	11	Fri - May 20	Fri - May 20	Fri - May 27	Tues - May 31	Wed - Jun 1
<b>PA deadline for Summer Session Faculty is Tuesday, May 31</b>						
Fri - Jun 24	12	Tues - Jun 7	Tues - Jun 7	Tues - Jun 14	Wed - Jun 15	Thurs - Jun 16
Mon - Jul 11	13	Tues - Jun 21	Tues - Jun 21	Tues - Jun 28	Wed - Jun 29	Thurs - Jun 30
Mon - Jul 25	14	Thurs - Jul 7	Thurs - Jul 7	Thurs - Jul 14	Fri - Jul 15	Mon - Jul 18
Wed - Aug 10	15	Fri - Jul 22	Fri - Jul 22	Thurs - Jul 28	Sun - Jul 31	Mon - Aug 1
Thurs - Aug 25	16	Fri - Aug 5	Fri - Aug 5	Fri - Aug 12	Mon - Aug 15	Tues - Aug 16
Fri - Sep 9	17	Tues - Aug 23	Tues - Aug 23	Tues - Aug 30	Wed - Aug 31	Thurs - Sep 1
<b>PA deadline for Fall Quarter Faculty is Wednesday, August 31</b>						
Mon - Sep 26	18	Wed - Sep 7	Wed - Sep 7	Wed - Sep 14	Thurs - Sep 15	Fri - Sep 16
Fri - Oct 7	19	Wed - Sep 21	Wed - Sep 21	Wed - Sep 28	Thurs - Sep 29	Fri - Sep 30
Tues - Oct 25	20	Fri - Oct 7	Fri - Oct 7	Thurs - Oct 13	Sat - Oct 15	Mon - Oct 17
Thurs - Nov 10	21	Fri - Oct 21	Fri - Oct 21	Fri - Oct 28	Mon - Oct 31	Tues - Nov 1
Wed - Nov 23	22	Fri - Nov 4	Fri - Nov 4	Mon - Nov 14	Tues - Nov 15	Wed - Nov 16
Fri - Dec 9	23	Fri - Nov 18	Fri - Nov 18	Tues - Nov 29	Wed - Nov 30	Thurs - Dec 1
Fri - Dec 23	24	Wed - Dec 7	Wed - Dec 7	Wed - Dec 14	Thurs - Dec 15	Fri - Dec 16
Tues - Jan 10	1	Thurs - Dec 22	Thurs - Dec 22	Thurs - Dec 29	Sat - Dec 31	Tues - Jan 3

= Early Cutoff Dates

\*Note: Webtime entry cutoff time has been changed from 12 midnight to 11:30 p.m. for all pay periods. There will no longer be any early cutoff times.