



PAYROLL CALENDAR

JULY 2011 – DEC 2012

June 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3 BW24 Payday	4
5	6 Timesheet Deadline	7 10:55 am: Timesheet file load	8 BW Approval Deadline	9 BW PP25 Processing	10 BW PP25 Processing	11
12	13	14	15 MO Dept./Initiator Deadline	16 4 pm MO leave file load to HR/SIS	17 BW25 Payday MO College/Approval Deadline	18
19	20 MO PP12 Processing Timesheet Deadline 5 pm: deadline to record GFA hires	21 MO PP12 Processing 10:55 am: Timesheet file load	22 BW Approval Deadline PET Deadline	23 BW PP26 Processing Job Data Open for MO	24 BW PP26 Processing	25
26	27	28	29	30 MO12 Payday		



PAYROLL CALENDAR

JULY 2011 – DEC 2012

July 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 BW26 Payday Timesheet Deadline	2
3	4 Holiday	5 10:55 am: Timesheet file load	6 BW Approval Deadline	7 BW PP1 Processing	8 BW PP1 Processing	9
10	11	12	13	14 MO Dept./Initiator Deadline	15 BW1 Payday 4 pm MO leave file load	16
17	18 MO College/Approval Deadline Timesheet Deadline	19 MO PP1 Processing	20 MO PP1 Processing 10:55 am: Timesheet file load	21 BW Approval Deadline	22 BW PP2 Processing PET Deadline Job Data Open for MO	23
24	25 BW PP2 Processing	26	27	28	29 BW2 Payday MO1 Payday	30
31						



PAYROLL CALENDAR

JULY 2011 – DEC 2012

August 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Timesheet Deadline	2 10:55 am: Timesheet file load	3 BW Approval Deadline	4 BW PP3 Processing	5 BW PP3 Processing	6
7	8	9	10	11	12 BW3 Payday	13
14	15 Timesheet Deadline	16 10:55 am: Timesheet file load	17 BW Approval Deadline	18 BW PP4 Processing MO Dept./Initiator Deadline	19 BW PP4 Processing 4 pm MO leave file load	20
21	22 MO College/Approval Deadline	23 MO PP2 Processing PET Deadline	24 MO PP2 Processing	25	26 BW4 Payday Job Data Open for MO	27
28	29 Timesheet Deadline	30 10:55 am: Timesheet file load	31 BW Approval Deadline MO2 Payday			



PAYROLL CALENDAR

JULY 2011 – DEC 2012

September 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 BW PP5 Processing	2 BW PP5 Processing	3
4	5 Holiday	6	7	8	9 BW5 Payday	10
11	12 Timesheet Deadline	13 10:55 am: Timesheet file load	14 BW Approval Deadline 5pm: deadline to hire GFA-eligible employees for AU11	15 BW PP6 Processing	16 BW PP6 Processing	17
18	19 MO Dept./Initiator Deadline	20 4 pm MO leave file load	21 MO College/Approval Deadline	22 MO PP3 Processing PET Deadline	23 MO PP3 Processing BW6 Payday	24
25	26 Timesheet Deadline	27 Job Data Open for MO 10:55 am: Timesheet file load	28 BW Approval Deadline	29 BW PP7 Processing	30 BW PP7 Processing MO3 Payday	



PAYROLL CALENDAR

JULY 2011 – DEC 2012

October 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 BW7 Payday	8
9	10 Timesheet Deadline	11 10:55 am: Timesheet file load	12 BW Approval Deadline	13 BW PP8 Processing	14 BW PP8 Processing	15
16	17 MO Dept./Initiator Deadline	18	19 MO College/Approval Deadline	20 MO PP4 Processing	21 MO PP4 Processing BW8 Payday	22
23 PET Deadline	24 Timesheet Deadline	25 Job Data Open for MO	26 BW Approval Deadline	27 BW PP9 Processing	28 BW PP9 Processing	29
31	31 MO4 Payday	10:55 am: Timesheet file load				



PAYROLL CALENDAR

JULY 2011 – DEC 2012

November 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Deadline for depts. to record GFA funding for AU11	3	4 BW9 Payday	5
6	7 Timesheet Deadline	8 10:55 am: Timesheet file load	9 BW Approval Deadline	10 BW PP10 Processing (1 Day)	11 Holiday	12
13	14 MO Dept./Initiator Deadline	15	16 MO College/Approval Deadline AU11 GFA expense posts to G/L	17 MO PP5 Processing	18 MO PP5 Processing BW9 Payday Timesheet Deadline	19
20	21 10:55 am: Timesheet file load	22 BW Approval Deadline PET Deadline Job Data Open for MO	23 BW PP11 Processing (1 Day)	24 Holiday	25 Holiday	26
27	28	29	30 MO5 Payday			



PAYROLL CALENDAR

JULY 2011 – DEC 2012

December 2011						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 BW11 Payday	3
4	5 Timesheet Deadline	6 10:55 am: Timesheet file load	7 BW Approval Deadline	8 BW PP12 Processing	9 BW PP12 Processing	10
11	12	13	14 MO Dept./Initiator Deadline	15 10:55 am: MO leave file load	16 BW12 Payday MO College/Approval Deadline	17
18	19 MO PP6 Processing Timesheet Deadline	20 MO PP6 Processing 10:55 am: Timesheet file load	21 BW Approval Deadline	22 BW PP13 Processing (1 Day) Job Data Open for MO	23 PET Deadline	24
25	26 Holiday	27 Holiday	28 5 pm: deadline to record hires for GFA-eligible employees for WI12	29	30 BW13 Payday MO6 Payday Timesheet Deadline	31



PAYROLL CALENDAR

JULY 2011 – DEC 2012

January 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Holiday	3 10:55 am: Timesheet file load	4 BW Approval Deadline	5 BW PP14 Processing	6 BW PP14 Processing	7
8	9	10	11	12	13 BW14 Payday Timesheet deadline	14
15	16 Holiday	17 10:55 am: Timesheet file load	18 BW Approval Deadline MO Dept./Initiator Deadline	19 BW PP15 Processing 10:55 am: MO leave file load	20 BW PP15 Processing MO College/Approval Deadline	21
22	23 MO PP7 Processing	24 MO PP7 Processing	25	26 Job Data Open for MO	27 BW15 Payday	28
29	30 Timesheet Deadline	31 MO7 Payday 10:55 am: Timesheet file load				



PAYROLL CALENDAR

JULY 2011 – DEC 2012

February 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 BW Approval Deadline	2 BW PP16 Processing	3 BW PP16 Processing	4
5	6	7	8	9	10 BW16 Payday	11
12	13 Timesheet Deadline	14 10:55 am: Timesheet file load Deadline to record W112 GFA funding	15 BW Approval Deadline	16 BW PP17 Processing MO Dept./Initiator Deadline	17 BW PP17 Processing 10:55 am: MO leave file load	18
19	20 MO College/Approval Deadline	21 MO PP8 Processing	22 MO PP8 Processing	23	24 BW17 Payday Job Data Open for MO	25
26	27 Timesheet Deadline	28 10:55 am: Timesheet file load W112 GFA expense posts to G/L	29 BW Approval Deadline MO8 Payday			



PAYROLL CALENDAR

JULY 2011 – DEC 2012

March 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 BW PP18 Processing	2 BW PP18 Processing	3
4	5	6	7	8	9 BW18 Payday	10
11	12 Timesheet Deadline	13 10:55 am: Timesheet file load	14 BW Approval Deadline	15 BW PP19 Processing	16 BW PP19 Processing	17
18	19 MO Dept./Initiator Deadline 5 pm: deadline to record GFA hires for SP12	20 10:55 am: MO leave file load	21 MO College/Approval Deadline	22 MO PP9 Processing	23 MO PP9 Processing BW19 Payday	24
25	26 Timesheet Deadline	27 Job Data Open for MO 10:55 am: Timesheet file load	28 BW Approval Deadline	29 BW PP20 Processing	30 BW PP20 Processing MO9 Payday	31



PAYROLL CALENDAR

JULY 2011 – DEC 2012

April 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6 BW20 Payday	7
8	9 Timesheet Deadline	10 10:55 am: Timesheet file load	11 BW Approval Deadline	12 BW PP21 Processing	13 BW PP21 Processing	14
15	16 MO Dept./Initiator Deadline	17 10:55 am: MO leave file load	18 MO College/Approval Deadline	19 MO PP10 Processing	20 MO PP10 Processing BW21 Payday	21
22	23 Timesheet Deadline	24 Job Data Open for MO 10:55 am: Timesheet file load	25 BW Approval Deadline	26 BW PP22 Processing	27 BW PP22 Processing	28
29	30 MO10 Payday					



PAYROLL CALENDAR

JULY 2011 – DEC 2012

May 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 BW22 Payday	5
6	7 Timesheet Deadline Deadline to record SP12 GFA funding	8 10:55 am: Timesheet file load	9 BW Approval Deadline	10 BW PP23 Processing	11 BW PP23 Processing	12
13	14	15	16 MO Dept./Initiator Deadline	17 10:55 am: MO leave file load	18 BW23 Payday MO College/Approval Deadline	19
20	21 MO PP11 Processing Timesheet Deadline SP12 GFA expense posts to G/L	22 MO PP11 Processing 10:55 am: Timesheet file load	23 BW Approval Deadline	24 BW PP24 Processing Job Data Open for MO	25 BW PP24 Processing	26
27	28 Holiday	29	30	31 MO11 Payday		



PAYROLL CALENDAR

JULY 2011 – DEC 2012

June 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 BW24 Payday	2
3	4 Timesheet Deadline	5 10:55 am: Timesheet file load	6 BW Approval Deadline	7 BW PP25 Processing	8 BW PP25 Processing	9
10	11 5 pm: deadline to record GFA hires for SU12	12	13 MO Dept./Initiator Deadline	14 10:55 am: MO leave file load	15 BW25 Payday MO College/Approval Deadline	16
17	18 MO PP12 Processing Timesheet Deadline	19 MO PP12 Processing 10:55 am: Timesheet file load	20 BW Approval Deadline	21 BW PP26 Processing Job Data Open for MO	22 BW PP26 Processing	23
24	25	26	27	28	29 MO12 Payday BW26 Payday	30



PAYROLL CALENDAR

JULY 2011 – DEC 2012

July 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Timesheet Deadline	3 10:55 am: Timesheet file load	4 Holiday	5 BW Approval Deadline	6 BW PP1 Processing	7
8	9 BW PP1 Processing	10	11	12	13 BW1 Payday	14
15	16 Timesheet Deadline	17 10:55 am: Timesheet file load	18 BW Approval Deadline MO Dept./Initiator Deadline	19 BW PP2 Processing 10:55 am: MO leave file load	20 BW PP2 Processing MO College/Approval Deadline	21
22	23 MO PP1 Processing	24 MO PP1 Processing	25	26 Job Data Open for MO	27 BW2 Payday	28
29	30 Timesheet Deadline	31 MO1 Payday 10:55 am: Timesheet file load				



PAYROLL CALENDAR

JULY 2011 – DEC 2012

August 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 BW Approval Deadline	2 BW PP3 Processing	3 BW PP3 Processing	4
5	6	7	8	9	10 BW3 Payday	11
12	13 Timesheet Deadline	14 10:55 am: Timesheet file load	15 BW Approval Deadline	16 BW PP4 Processing	17 BW PP4 Processing	18
19	20 MO Dept./Initiator Deadline	21 10:55 am: MO leave file load	22 MO College/Approval Deadline	23 MO PP2 Processing	24 MO PP2 Processing BW4 Payday	25
26	27 Timesheet Deadline	28 Job Data Open for MO 10:55 am: Timesheet file load	29 BW Approval Deadline	30 BW PP5 Processing	31 BW PP5 Processing MO2 Payday	



PAYROLL CALENDAR

JULY 2011 – DEC 2012

September 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Holiday	4	5	6	7 BW5 Payday	8
9	10 Timesheet Deadline	11 10:55 am: Timesheet file load	12 BW Approval Deadline	13 BW PP6 Processing	14 BW PP6 Processing	15
16	17 MO Dept./Initiator Deadline	18 10:55 am: MO leave file load	19 MO College/Approval Deadline	20 MO PP3 Processing	21 MO PP3 Processing BW6 Payday	22
23	24 Timesheet Deadline	25 Job Data Open for MO	26 BW Approval Deadline	27 BW PP7 Processing	28 BW PP7 Processing	29
30		10:55 am: Timesheet file load			MO3 Payday	



PAYROLL CALENDAR

JULY 2011 – DEC 2012

October 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 BW7 Payday	6
7	8 Timesheet Deadline	9 10:55 am: Timesheet file load	10 BW Approval Deadline	11 BW PP8 Processing	12 BW PP8 Processing	13
14	15	16	17 MO Dept./Initiator Deadline	18 10:55 am: MO leave file load	19 MO College/Approval Deadline BW8 Payday	20
21	22 MO PP4 Processing Timesheet Deadline	23 MO PP4 Processing 10:55 am: Timesheet file load	24 BW Approval Deadline	25 BW PP9 Processing Job Data Open for MO	26 BW PP9 Processing	27
28	29	30	31 MO4 Payday			



PAYROLL CALENDAR

JULY 2011 – DEC 2012

November 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 BW9 Payday	3
4	5 Timesheet Deadline	6 10:55 am: Timesheet file load	7 BW Approval Deadline	8 BW PP10 Processing	9 BW PP10 Processing	10
11	12 Holiday MO Dept./Initiator Deadline	13 10:55 am: MO leave file load	14 MO College/Approval Deadline	15 MO PP5 Processing	16 MO PP5 Processing BW10 Payday	17
18	19 Timesheet Deadline	20 BW Approval Deadline 10:55 am: Timesheet file load Job Data Open for MO	21 BW PP11 Processing	22 Holiday	23 Holiday	24
25	26	27	28	29	30 MO5 Payday BW11 Payday	



PAYROLL CALENDAR

JULY 2011 – DEC 2012

December 2012						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Timesheet Deadline	4 10:55 am: Timesheet file load	5 BW Approval Deadline	6 BW PP12 Processing	7 BW PP12 Processing	8
9	10	11	12 MO Dept./Initiator Deadline	13 10:55 am: MO leave file load	14 MO College/Approval Deadline BW12 Payday	15
16	17 MO PP6 Processing Timesheet Deadline	18 MO PP6 Processing 10:55 am: Timesheet file load	19 BW Approval Deadline	20 BW PP13 Processing Job Data Open for MO	21 BW PP13 Processing	22
23	24 Holiday	25 Holiday	26	27	28 BW13 Payday	29
30	31 MO6 Payday					