

MONTHLY PAYROLL SCHEDULE 2010 - 2011

Month	Payroll ID	LOCK OUT @ 5pm EPA and SPA Actions plus Supplemental Pay must be entered into HR system	Overdrawn Leave Letters Due to Payroll Distribution Changes Completed by 5:00 PM Compensating Control Reports run at 5:00 PM	Authorization and Supplemental Pay Detail Report Approval Due by 5:00pm	Payroll Is Confirmed ##	Pay Day	Manual Check Request Cutoff @ 5:00pm **	Manual Check Payday	Holidays / Comments
July	20111R01	Tues Jul 13	Thur Jul 15	Tues Jul 20	Wed Jul 21	Fri Jul 30	Thur Aug 5	Fri Aug 13	Independence Day Observed Mon Jul 5
Aug	20111R02	Thur Aug 12	Mon Aug 16	Thur Aug 19	Fri Aug 20	Tues Aug 31	Tues Sep 7	Wed Sep 15	
Sep	20111R03	Mon Sep 13	Wed Sep 15	Mon Sep 20	Tues Sep 21	Thur Sep 30	Wed Oct 6	Fri Oct 15	Labor Day Mon Sep 6
Oct	20111R04	Tues Oct 12	Thur Oct 14	Tues Oct 19	Wed Oct 20	Fri Oct 29	Thur Nov 4	Mon Nov 15	
Nov	20111R05	Tues Nov 9	Thur Nov 11	Tues Nov 16	Wed Nov 17	Tues Nov 30	N/A	Pay on 1R06	Thanksgiving Nov 25 - 26
Dec	20111R06	Fri Dec 3	Tues Dec 7	Fri Dec 10	Mon Dec 13	Wed Dec 22	Thur Jan 6	Fri Jan 14	Winter Break Dec 24 - Dec 31
Jan	20111R07	Tues Jan 11	Thur Jan 13	Wed Jan 19	Thur Jan 20	Mon Jan 31	Fri Feb 4	Tues Feb 15	MLKing, Jr Day Mon Jan 17
Feb	20111R08	Wed Feb 9	Fri Feb 11	Wed Feb 16	Thur Feb 17	Mon Feb 28	Fri Mar 4	Tues Mar 15	
Mar	20111R09	Mon Mar 14	Wed Mar 16	Mon Mar 21	Tues Mar 22	Thur Mar 31	Wed Apr 6	Fri Apr 15	
Apr	20111R10	Tues Apr 12	Thur Apr 14	Tues Apr 19	Wed Apr 20	Fri Apr 29	Thur May 5	Fri May 13	
May	20111R11	Wed May 11	Fri May 13	Wed May 18	Thur May 19	Tues May 31	Mon Jun 6	Wed Jun 15	Memorial Day Mon May 30
June	20111R12	Mon Jun 13	Wed Jun 15	Mon Jun 20	Tues Jun 21	Thur Jun 30	Thur Jul 7	Fri Jul 15	

++ All distribution changes must be processed by close of business on lockout date.

On the day following this day, employees may view their paycheck information via Employee Self Service

** By this date, a Manual Check Request form must be submitted to the appropriate Personnel Office & received by Payroll. All related backup must be completed & approved.

Deadlines presumed to be 5 PM unless otherwise noted