

## **PAY PERIODS, CORRESPONDING TIME SHEET DUE DATES AND PAY DATES**

THE CAMPUS SECRETARY OR DEPARTMENT(S) HEAD RESPONSIBLE FOR TIME SHEETS, SHOULD HAVE TIME SHEETS TO CENTRAL OFFICE BY THE DUE DATES BELOW IN ORDER FOR THE EMPLOYEES TO BE PAID. TIME SHEETS ARE DUE NO LATER THAN 2:00 P.M. ON THE DUE DATE TO CENTRAL OFFICE. **TIME SHEETS RECEIVED AFTER THE DUE DATE WILL BE PROCESSED AND PAID ON THE FOLLOWING PAYROLL CHECK.**

<u><b>PAY PERIOD DATES</b></u>	<u><b>DUE DATE TO CENTRAL OFFICE</b></u>	<u><b>PAY DATE</b></u>
08/15/11 - 08/28/11	08/29/11	09/15/11
08/29/11 - 09/11/11	09/12/11	09/30/11
09/12/11 - 09/25/11	09/26/11	10/14/11
09/26/11 - 10/09/11	10/10/11	10/28/11
10/10/11 - 10/23/11	10/24/11	11/15/11
10/24/11 - 11/06/11	11/07/11	11/30/11
11/07/11 - 11/27/11	11/28/11	12/09/11
11/28/11 - 12/18/11	12/19/11	12/20/11
	* extra duty w/be paid on 1/13/12	01/13/12
12/19/11 - 01/15/12	01/16/12	01/31/12
01/16/12 - 01/29/12	01/30/12	02/15/12
01/30/12 - 02/12/12	02/13/12	02/29/12
02/13/12 - 02/26/12	02/27/12	03/09/12
02/27/12 - 03/18/12	03/19/12	03/30/12
03/19/12 - 04/01/12	04/02/12	04/13/12
04/02/12 - 04/15/12	04/16/12	04/30/12
04/16/12 - 04/29/12	04/30/12	05/15/12
04/30/12 - 05/13/12	05/14/12	05/31/12
05/14/12 - 05/27/12	05/29/12	06/14/12
05/29/12 - 06/10/12	06/11/12	06/28/12
06/11/12 - 06/24/12	06/25/12	07/12/12
06/25/12 - 07/08/12	07/09/12	07/30/12
07/09/12 - 07/29/12	07/30/12	08/15/12
07/30/12 - 08/12/12	08/13/12	08/30/12

**\*(EXTRA DUTY INCLUDES, PART-TIME, SUBSTITUTES AND ANYONE THAT IS NOT A FULL-TIME EMPLOYEE)**