TIME SHEETS, ALL PAYROLL CHANGES, NEW HIRE INFORMATION AND ADJUNCT CONTRACTS ARE DUE IN THE PAYROLL OFFICE BY NOON ON THE DUE DATE INDICATED

Reporting Period *	Due Date	Pay Date
2013		
06/16 – 06/29	July 1	July 15
06/30 – 07/13	July 15	July 31
07/14 – 07/27	July 29	August 15
07/28 – 08/10	August 12	August 30
08/11 – 08/24	August 26	September 13
08/25 – 09/14 (3 weeks)	September 16	September 30
09/15 – 09/28	September 30	October 15
09/29 – 10/12	October 14	October 31
10/13 – 10/26	October 28	November 15
10/27 – 11/09	November 11	November 27
11/10 – 11/23	November 25	December 13
11/24 – 12/07	December 9**	December 23
12/08 – 12/28 (3 weeks)	January 2	January 15
2014		
12/29 – 01/11	January 13	January 31
01/12 – 01/25	January 27	February 14
01/26 – 02/08	February 10	February 28
02/09 – 03/01 (3weeks)	March 3	March 14
03/02 – 03/15	March 17	March 31
03/16 – 03/29	March 31	April 15
03/30 – 04/12	April 14	April 30
04/13 – 04/26	April 28	May 15
04/27 – 05/10	May 12	May 30
05/11 – 05/24	May 27	June 13
05/25 – 06/14 (3 weeks)	June 16	June 30

**** Due no later than 12:00 P.M. – No changes accepted after this time. Please be sure that all E-time cards for previous period are completed and approved by 4:00 PM TODAY****

* These dates relate to actual work period for students and part time staff and time sheets, manual or via eTIME, are submitted for same. For full time employees, any used sick or vacation leave, non-worked hours or overtime reported in e-time for this reporting period is collected and processed in the current semi-monthly pay. The payroll ending date on the paycheck represents the current semi-monthly pay cycle for full time employees.