

EASTERN KENTUCKY UNIVERSITY 2011-2012 PAYROLL CALENDAR

JULY 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
	H				BW ★★	9
3	4	5	6	7	SM	16
10	11	12	13	14	BW	23
17	18	19	20	21	SM	30
24	25	26	27	28	29	30
31	<small>NOTE: Due to end of Fiscal Year, time cards/sheets are due in Payroll 12 NOON FRI, JULY 8, 2011 (pay period 6/26/11 - 7/9/11). Late submission will be paid with next available payroll.</small>					

AUGUST 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	BW	6
7	8	9	10	11	12	13
14	SM ★	16	17	18	BW	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	BW	3
	H	6	7	8	9	10
11	12	13	14	SM	BW	17
18	19	20	21	22	23	24
25	26	27	28	29	★★ BW SM	30
<small>NOTE: Due to the Fall Holiday, time cards/sheets are due in Payroll SEPT 30, (pay period 09/18/11 - 10/1/11). This includes submission and approval of all web time. Late submission will be paid with next available payroll.</small>						

OCTOBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	H	H			BW SM	15
16	17	18	19	20	21	22
23	24	25	26	27	BW	29
30	SM	31				

NOVEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	BW ★★	12
13	14	SM	16	17	18	19
20	21	22	23	H	H BW	26
27	28	29	30	SM		
<small>NOTE: Due to the Thanksgiving Holidays, time cards/sheets are due in Payroll 12 NOON FRI, NOV 11, 2011 (pay period 10/30/11 - 11/12/11). Late submission will be paid with next available payroll.</small>						

DECEMBER 2011

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	BW	10
11	12	13	14	SM	16	17
18	19	20	★★	22	H BW	24
25	H	H	H	H	H SM	31
<small>NOTE: Time cards/sheets for 12/11/11-12/24/11 are due in Payroll DEC 21. Please check Direct Deposit amounts on DEC. 23 for biweekly/student and 12/30/11 for exempt staff.</small>						

BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt/Hourly Employees
SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees
 Note: Pay requests are due on or before Semi-Monthly Pay Dates (SM) to guarantee payment on the following SM pay date.
 ★★ Early submission of time cards

■ : Date time cards due in Payroll indicated by screen inside date
 □ : End of Bi-Weekly Pay Period indicated by white block around date
H : Holidays (Subject to Presidential approval)
 ★ Faculty pay dates
 Note: First pay: August 15, 2011; Last pay: May 31, 2012

First scheduled pay for part-time faculty: --September 15, 2011 (Fall 2011)
 --February 15, 2012 (Spring 2012)
 First scheduled pay for Graduate Assistant: --August 31, 2011
 --January 31, 2012

These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates.

EASTERN KENTUCKY UNIVERSITY 2011-2012 PAYROLL CALENDAR

JANUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	H	2	3	4	BW	7
8	9	10	11	12	SM	14
15	H	16	17	18	BW	21
22	23	24	25	26	27	28
29	SM	30	31			

FEBRUARY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	BW	4
5	6	7	8	9	10	11
12	13	14	SM	16	BW	18
19	20	21	22	23	24	25
26	27	28	SM	29		

MARCH 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	BW	3
4	5	6	7	8	9	10
11	12	13	14	SM	BW	17
18	19	20	21	22	23	24
25	26	27	28	29	BW SM	31

APRIL 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	BW SM	14
15	16	17	18	19	20	21
22	23	24	25	26	BW	28
29	SM	30				

MAY 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	BW	12
13	14	SM	15	16	17	19
20	21	22	23	24	BW	26
27	H	28	29	30	SM ★	31

JUNE 2012

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	BW	9
10	11	12	13	14	SM	16
17	18	19	20	21	BW	23
24	25	26	27	28	SM	29

BW: Bi-Weekly Pay Dates (Check Distribution)
Non-Exempt/Hourly Employees
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Exempt/Salaried Employees
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