

2011 BI-WEEKLY PAY PERIOD SCHEDULE FOR ALL EMPLOYEES

PAY #	PAY PERIOD				FLEX WEEK	PAYDATES		Timesheets are due in the Payroll Dept. NO LATER THAN NOON on the WEDNESDAYS listed below, except where noted:			
1	December	26/10	to	January	8	3\4	January	14	January	5	
2	January	9	to	January	22	1\2	January	28	January	19	
3	January	23	to	February	5	3\4	February	11	February	2	
4	February	6	to	February	19	1\2	February	25	February	16	
5	February	20	to	March	5	3\4	March	11	March	2	
6	March	6	to	March	19	1\2	March	25	March	16	
7	March	20	to	April	2	3\4	April	8	March	30	
8	April	3	to	April	16	1\2	April	21	April	12	Tuesday***
9	April	17	to	April	30	3\4	May	6	April	27	
10	May	1	to	May	14	1\2	May	20	May	11	
11	May	15	to	May	28	3\4	June	3	May	25	
12	May	29	to	June	11	1\2	June	17	June	8	
13	June	12	to	June	25	3\4	June	30	June	21	Tuesday***
14	June	26	to	July	9	1\2	July	15	July	6	
15	July	10	to	July	23	3\4	July	29	July	20	
16	July	24	to	August	6	1\2	August	12	August	3	
17	August	7	to	August	20	3\4	August	26	August	17	
18	August	21	to	September	3	1\2	September	9	August	31	
19	September	4	to	September	17	3\4	September	23	September	14	
20	September	18	to	October	1	1\2	October	7	September	28	
21	October	2	to	October	15	3\4	October	21	October	12	
22	October	16	to	October	29	1\2	November	4	October	26	
23	October	30	to	November	12	3\4	November	18	November	8	Tuesday***
24	November	13	to	November	26	1\2	December	2	November	23	
25	November	27	to	December	10	3\4	December	16	December	7	
26	December	11	to	December	24	1\2	December	30	December	16	Friday***

Timesheets should be prepared, **approved** and RECEIVED BY THE PAYROLL DEPT. NO LATER THAN THE DATES SHOWN IN THE COLUMN ABOVE.

PAYROLL FAX # 599-3141

Signed timesheets may be faxed to Payroll. If you fax your timesheet, please do not send the original to Payroll unless it is missing an authorizing signature or it has been revised.

If timesheets are late, payment will be processed in the NEXT pay period. (i.e. 2 weeks later)

*** Statutory Holidays fall during the weeks when these payrolls are being processed.
You will be reminded to send timesheets in early.

Direct Deposit of your pay to your bank account is mandatory for all employees.
Direct Deposit application forms are available at the campus copy centers, the Payroll Dept.
or on-line on the **Payroll website** (under Forms & Timesheets)

Changes to bank accounts and new direct deposit forms must be in to Payroll 1 week before payday to allow for processing.