

**Paydate Schedule  
2011-2012**

To: All Staff

From: Nancy Dunson  
Subject: Payroll Due Dates  
Date: 04/13/11

Listed below is the schedule of payroll due dates for fiscal year 2011/2012. The "Time Thru" column is the last date for which the hourly employee will be paid and the "Due Date" column is the day on which the time sheets are due to the Business Office.

**All time sheets either electronic or paper must be submitted by NOON.**  
**The due date and the Noon deadline also applies to all other payroll information such as: new employee information, employee changes, contracts, etc.**

Information received after the NOON deadline will be processed on the following payroll. This deadline is necessary in order to meet the bank's deadline for direct deposit.

**Federal Work Study time sheets need to be submitted to the Financial Aid office by 10:00 am in order to be into the Business Office by Noon.**

Pay Date	Time Thru	Due Date	Pay Date	Time Thru	Due Date
07/15/11	07/07/11	<b>07/08/11</b>	01/13/12	01/05/12	<b>01/06/12</b>
07/29/11	07/21/11	<b>07/22/11</b>	01/31/12	01/23/12	<b>01/24/12</b>
08/15/11	08/07/11	<b>08/08/11</b>	02/15/12	02/07/12	<b>02/08/12</b>
08/31/11	08/23/11	<b>08/24/11</b>	02/29/12	02/21/12	<b>02/22/12</b>
09/15/11	09/07/11	<b>09/08/11</b>	03/15/12	03/07/12	<b>03/08/12</b>
09/30/11	09/22/11	<b>09/23/11</b>	03/30/12	03/22/12	<b>03/23/12</b>
10/14/11	10/06/11	<b>10/07/11</b>	04/13/12	04/05/12	<b>04/06/12</b>
10/31/11	10/23/11	<b>10/24/11</b>	04/30/12	04/22/12	<b>04/23/12</b>
11/15/11	11/07/11	<b>11/08/11</b>	05/15/12	05/07/12	<b>05/08/12</b>
11/30/11	11/17/11	<b>11/18/11</b>	05/31/12	05/23/12	<b>05/24/12</b>
12/15/11	12/07/11	<b>12/08/11</b>	06/15/12	06/07/12	<b>06/08/12</b>
12/23/11	<b>To be announced</b>		06/29/12	06/21/12	<b>06/22/12</b>