

FY12 Pay Schedule for Biweekly Classified, Hourly, and College Work Study (CWS) Employees

Pay Date	Approved Documentation in HR or PA System	Timesheets for Pay Period	Submit Timesheets by 11:30 pm
September 23	September 8	Aug. 28 – Sept. 10	September 13
October 7	September 22	Sept. 11 – Sept. 24	September 27
October 21	October 6	Sept. 25 – Oct. 8	October 11
November 4	October 20	Oct. 9 – Oct. 22	October 25
November 18	November 3	Oct. 23 – Nov. 5	November 8
December 2	November 17	Nov. 6 – Nov. 19	November 21
December 12*	November 30	Nov. 20 – Dec. 3	December 1*†
December 14**	December 1	Dec. 4 – Dec. 17	December 5***†
January 13	December 16	Dec. 18 – Dec. 31	January 3
January 27	January 12	Jan. 1 – Jan. 14	January 17
February 10	January 26	Jan. 15 – Jan. 28	January 31
February 24	February 9	Jan. 29 – Feb. 11	February 14
March 9	February 23	Feb. 12 – Feb. 25	February 28
March 23***	March 1	Feb. 26 – Mar. 10	March 6***†
April 6	March 22	Mar. 11 – Mar. 24	March 27
April 20	April 5	Mar. 25 – Apr. 7	April 10
May 4	April 19	Apr. 8 – Apr. 21	April 24
May 18	May 3	Apr. 22 – May 5	May 8
June 1	May 17	May 6 – May 19	May 22
June 15	May 31	May 20 – June 2	June 5
June 29	June 14	June 3 – June 16	June 19
July 13	June 28	June 17 – June 30	July 2
July 27	July 12	July 1 – July 14	July 17
August 10	July 26	July 15 – July 28	July 31
August 24	August 9	July 29 – Aug. 11	August 14
September 7	August 23	Aug. 12 – Aug. 25	August 28
September 21	September 6	Aug. 26 – Sept. 8	September 11

* For December 12, 2011 payroll, time must be estimated for December 1-3 and timesheets submitted on December 1st. Make adjustments on amended paper timesheet, to be paid next pay period.

** For December 14, 2011 payroll, time must be estimated for December 5-17 and timesheets submitted on December 5. Make adjustments on amended paper timesheet, to be paid next pay period.

*** For the March 23, 2012 payroll, estimate time through March 6 – 10, and submit timesheets on March 6. Make adjustments on amended paper timesheet, to be paid next pay period.

†Note: Early ACCeTime submission dates.

Winter Break is December 21, 2011-January 1, 2012. Spring Break is March 12-16, 2012.

Documentation received after the scheduled dates will be processed for payment on the next appropriate payroll.