

## FY12 Supplemental Check Run Schedule

**Direct Deposits transmitted to banks,  
and checks available in the SVC  
Cashier's Office by 4 pm on:**

**Supplemental Check Request  
Forms due in HR Records by 12 pm on:**

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September 28	September 23
October 7 (Faculty Only)	September 26 (Faculty Only)
October 12	October 7
October 26	October 21
November 9	November 4
November 23	November 18
December 7	December 2
January 4	December 20
January 18	January 13
February 1	January 27
February 10 (Faculty Only)	January 31 (Faculty Only)
February 15	February 1
February 29	February 24
March 28	March 23
April 11	April 6
April 25	April 20
May 9	May 4
May 23	May 18
June 6	June 1
June 20	June 15
July 3	June 29
July 6 (Faculty Only)	June 26 (Faculty Only)
July 18	July 13
August 1	July 27
August 15	August 10
August 29	August 24

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Departments that submit numerous requests for supplemental checks may be required to attend additional training.

