

**2012**  
**Pay Period Schedule**  
**CONTRACT EMPLOYEES AND CONTRACT FACULTY**

Please note that this payroll will be processed on the new Banner HR system.  
**Cut off dates must be strictly adhered to in order to be paid.**

Pay No.	Pay Period			Timesheets, invoices due in to payroll on the following dates		Pay Date
1	December	16	December 31	December	23	January 6
2	January	1	January 15	January	13	January 20
3	January	16	January 31	January	31	February 7
4	February	1	February 15	February	15	February 22
5	February	16	February 29	February	29	March 7
6	March	1	March 15	March	15	March 22
7	March	16	March 31	March	29	April 5
8	April	1	April 15	April	13	April 20
9	April	16	April 30	April	30	May 7
10	May	1	May 15	May	14	May 22
11	May	16	May 31	May	31	June 7
12	June	1	June 15	June	15	June 22
13	June	16	June 30	June	28	July 6
14	July	1	July 15	July	13	July 20
15	July	16	July 31	July	30	August 7
16	August	1	August 15	August	15	August 22
17	August	16	August 31	August	30	September 7
18	September	1	September 15	September	14	September 21
19	September	16	September 30	September	28	October 5
20	October	1	October 15	October	15	October 22
21	October	16	October 31	October	31	November 7
22	November	1	November 15	November	15	November 22
23	November	16	November 30	November	30	December 7
24	December	1	December 15	December	14	December 21
1	December	16	December 31	December	27	January 7

\* **Timesheets must be approved by Supervisor and received in the Payroll Office by 11:00 AM on the dates as outlined above.**

If you have any questions about the above schedule, please contact the Payroll Dept.at local #5473 or #5376