



TO : Faculty, Staff & Student Employees
 FROM : Payroll Office
 DATE : March, 2011
 RE : Pay Schedule for Fiscal Year 2011-12

PAY THROUGH:

TIME CARDS DUE:

PAYDAY:

SUMMER '11

July 2, 2011
 July 16
 July 30
 August 13

July 1, 2011 **
 July 18
 August 1
 August 15

July 8, 2011
 July 22
 August 5
 August 19

FALL '11

August 27, 2011
 September 10
 September 24
 October 8
 October 22
 November 5
 November 19
 December 3
 December 17
 December 31

August 29, 2011
 September 12
 September 26
 October 10
 October 24
 November 7
 November 18 **
 December 5
 December 14 **
 December 21, 2011 **

September 2, 2011
 September 16
 September 30
 October 14
 October 28
 November 11
 November 25
 December 9
 December 22, 2011 ☆
 January 6, 2012

WINTER '12

January 14, 2012
 January 28
 February 11
 February 25
 March 10
 March 24
 April 7
 April 21
 May 5

January 13, 2012 **
 January 30
 February 13
 February 27
 March 12
 March 26
 April 9
 April 23
 May 7

January 20, 2012
 February 3
 February 17
 March 2
 March 16
 March 30
 April 13
 April 27
 May 11

SPRING '12

May 19, 2012
 June 2
 June 16

May 21, 2012
 June 4
 June 18

May 25, 2012
 June 8
 June 22

** Denotes Special Time Card Due Dates as a Result of Holidays.

☆ Distribution Date to be Determined

Note: Online payroll advices will be available on Cardinal Direct by the payday. Checks will be available for pick up in the Cashier's Office (166 Wickes Hall) on the payday. Checks not

picked up by 2:00 p.m. will be mailed. Only the employee may pick up their check.

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If you are an hourly employee, please fill out time cards completely and see that your supervisor receives them every two weeks as per the schedule so that they can be approved and forwarded to the drop box locations by **10:00 A.M. ON MONDAY PRIOR TO PAYDAY. (Please note exceptions as a result of holidays identified by ** on the 1st page of this form.) All other payroll information, such as supplemental pay authorizations, new employee information, etc., must be submitted to Human Resources W373 no later than noon on the Thursday immediately proceeding the payroll week.**

For your convenience drop boxes for time cards are located in the areas listed below. Please use them. The Payroll Office picks up the cards from these boxes at 10:00 a.m. on the time card due date.

BROWN HALL	Faculty Secretaries, First Floor
RYDER CENTER FOR HEALTH AND PHYSICAL EDUCATION	Controller's Office, South Campus Building A
REGIONAL EDUCATION CENTER	Controller's Office, South Campus Building A
DOW DOAN SCIENCE WEST	Faculty Secretaries, First Floor
WICKES HALL	Cashier's Office, First Floor IT Services, Second Floor
ZAHNOW LIBRARY	Desk of the Administrative Secretary
CURTISS HALL	Housing Office, 114 Curtiss
CURTISS HALL	Desk of the Secretary of Campus Dining

Time cards received in the **Payroll** office after **10:00 a.m. on Monday** are **NOT** guaranteed payment on the following Friday.

SPECIAL NOTE FOR STUDENT EMPLOYEES Using Time Cards:

Please make the necessary arrangements to ensure that your supervisor's signature is obtained and the time card is submitted according to the above schedule. Time cards submitted without the supervisor's signature will not be processed. Also, please make sure that you sign your timecard. Payroll checks for time cards submitted without the student employee's signature will be held until the card is signed.

SPECIAL NOTE TO HOURLY EMPLOYEES & THEIR SUPERVISORS:

The above instructions regarding time cards apply to hourly employees not using the Automated Time Reporting System. **For employees on the automated time reporting, all hour information MUST be entered and confirmed by the same Monday 10:00 a.m. deadline.**

SPECIAL NOTE TO HOURLY EMPLOYEES & THEIR SUPERVISORS:

All corrections for the dates of December 14 – 31, 2011 will be included on the January 20th, 2012 pay.