


November 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 One Day Time Entry PR 10 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 9) Submit paperwork for PR 11	3 Adjustment Forms Due Submit Paperwork for PR 11	4 Final Paperwork Due- PR 11 Correction forms Due	5 Start Submitting Paperwork for PR 12	6 Print Timesheets for PR 11 Submit Paperwork for PR 12	7 PR 10 Ends
8 PR11 Starts 11/8/2009- 11/21/2009	9 Submit Paperwork for PR 12	10 Submit Paperwork for PR 12	11 Submit Paperwork for PR 12	12 Submit Paperwork for PR 12	13 PR 10 Paychecks Issued Submit Paperwork for PR 12	14
15	16 One Day Time Entry PR 11 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 10) Submit paperwork for PR 12	17 Adjustment Forms Due by 10:00am Submit Paperwork for PR 12	18 Final Paperwork Due- PR 12 Correction forms Due by 10:00am	19 Start Submitting Paperwork for PR 13 &14	20 Print Timesheets for PR 12 Submit Paperwork for PR 13 & 14	21 PR 11 Ends
22 PR 12 Starts 11/22/2009- 12/5/2009	23 Submit Paperwork for PR 13 &14	24 PR 11 Paychecks Issued Submit Paperwork for PR 13 &14	25 Submit Paperwork for PR 13 &14	26 Thanksgiving	27 Thanksgiving Break-Closed	28
29	30 PR 12 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 11) Submit paperwork for PR 13 &14					

December 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 13 &14	2 Correction forms Due Submit paperwork for PR 13 &14	3 Submit paperwork for PR 13 &14	4 Print Timesheets for PR 13 Final Paperwork Due for PR 13&14	5 PR 12 Ends
6 PR 13 Starts 12/6/2009- 12/19/2009	7 Start Submitting Paperwork for PR 15	8 Submit Paperwork for PR 15	9 Submit Paperwork for PR 15	10 Submit Paperwork for PR 15	11 PR 12 Paychecks Issued Submit Paperwork for PR 15	12
13	14 One Day Time Entry PR 13 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 12) Submit paperwork for PR 15	15 Adjustment Forms Due Submit Paperwork for PR 15	16 Correction forms Due Submit Paperwork for PR 15	17 Submit Paperwork for PR 15	18 Print Timesheets for PR 14 Final Paperwork Due for PR 15	19 PR 13 Ends
20 PR 14 Starts 12/20/2009- 01/02/2010	21* Time Entry OPENS AT NOON- PR 14 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 13) Start submitting paperwork	22 *PR 13 Paychecks Issued Time Entry CLOSES AT NOON Adjustment Forms Due by Noon	23 Correction Forms Due by 10:00am Submit Paperwork for PR 16	24 Campus Closed	25 	26
27	28 Holiday-Closed	29 Holiday-Closed	30 Holiday-Closed	31 Holiday-Closed	*12/21/09 Time Entry could change based on Central Payroll Bureau processing due to shortened schedule.	

January 2010

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Holiday-Closed	2 PR 14 Ends
3 PR 15 Starts 1/3/2010-1/16/2010	4 Print Timesheets for PR 15 Submit Paperwork for PR 16	5 Submit Paperwork for PR 16	6 Submit Paperwork for PR 16	7 Submit Paperwork for PR 16	8 PR 14 Paychecks Issued Submit Paperwork for PR 16	9
10	11 One Day Time Entry PR 15 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 14) Submit paperwork for PR 16	12 Adjustment Forms Due Submit Paperwork for PR 16	13 Final Paperwork Due- PR 16 Correction forms Due	14 Start Submitting Paperwork for PR 17	15 Print Timesheets for PR 16 Submit Paperwork for PR 17	16 PR 15 Ends
17 PR 16 Starts 1/17/2010-1/30/2010	18 Holiday-Closed	19 Submit Paperwork for PR 17	20 Submit Paperwork for PR 17	21 Submit Paperwork for PR 17	22 PR 15 Paychecks Issued Submit Paperwork for PR 17	23
24	25 PR 16 Time Entry & Approval (Exceptions, hourly pay and leave usage for PR 15) Submit paperwork for PR 17	26 Time Entry Closes Adjustment Forms Due Submit paperwork for PR 17	27 Final Paperwork Due- PR 17 Correction forms Due	28 Start Submitting Paperwork for PR 18	29 Print Timesheets for PR 17 Submit Paperwork for PR 18	30 PR 16 Ends
31 PR 17 Starts 1/31/2010-2/13/2010						

