

2012 STUDENT PAYROLL CALENDAR

Pay Period Begin	Pay Period End	Pay Period Submit Deadline	Approver Deadline	Pay Date	Pay Number
12/1/2011	12/31/2011	1/1/12 11:59 PM	1/6/12 4:30PM	1/20/2012	1
1/1/2012	1/31/2012	2/1/12 11:59PM	2/6/12 4:30PM	2/17/2012	2
2/1/2012	2/29/2012	3/1/12 11:59PM	3/5/12 4:30PM	3/20/2012	3
3/1/2012	3/31/2012	4/1/12 11:59PM	4/5/12 4:30PM	4/20/2012	4
4/1/2012	4/30/2012	5/1/12 11:59PM	5/4/12 4:30PM	5/18/2012	5
5/1/2012	5/31/2012	6/1/12 11:59PM	6/5/12 4:30PM	6/20/2012	6
6/1/2012	6/30/2012	7/1/12 11:59PM	7/3/12 4:30PM	7/20/2012	7
7/1/2012	7/31/2012	8/1/12 11:59PM	8/6/12 4:30PM	8/20/2012	8
8/1/2012	8/31/2012	9/1/12 11:59PM	9/6/12 4:30PM	9/20/2012	9
9/1/2012	9/30/2012	10/1/12 11:59PM	10/5/12 4:30PM	10/19/2012	10
				11/16/2012	
10/1/2012	10/31/2012	11/1/12 11:59PM	11/5/12 4:30PM	11/16/2012	11
11/1/2012	11/30/2012	12/1/12 11:59PM	12/5/12 4:30PM	12/20/2012	12
12/1/2012	12/31/2012	1/1/13 11:59PM	1/4/13 4:30PM	1/18/2013	1
1/1/2013	1/31/2013	2/1/13 11:59PM	2/5/13 4:30PM	2/20/2013	2

Campus Closed
for Holiday break
11/19-23

All time must be
entered & submitted
by the Pay Period **END**
date to ensure payment on
scheduled pay date.

If time is not **entered** and **submitted** within
allotted deadline a paper
timesheet will need to be filled
out and signed by both
student and supervisor then
submitted to Payroll for
processing on the next scheduled pay date.
NO EXCEPTIONS!!!!