

**THE UNIVERSITY CORPORATION
2012 PAYROLL CALENDAR (January – June)**

<u>Pay Period</u>	<u>Timesheet Due</u>		<u>Pay Day</u>	
Jan 1 - Jan 15	Tuesday	Jan 17	Friday	Jan 20
Jan 16 - Jan 31	Wednesday	Feb 1	Monday	Feb 6
Feb 1 - Feb 15	Thursday	Feb 16	Wednesday	Feb 22
Feb 16 - Feb 29	Thursday	Mar 1	Tuesday	Mar 6
Mar 1 - Mar 15	Friday	Mar 16	Wednesday	Mar 21
Mar 16 - Mar 31	Monday	Apr 2	Thursday	Apr 5
Apr 1 - Apr 15	Monday	Apr 16	Thursday	Apr 19
Apr 16 - Apr 30	Tuesday	May 1	Friday	May 4
May 1 - May 15	Wednesday	May 16	Monday	May 21
May 16 - May 31	Friday	Jun 1	Wednesday	Jun 6
Jun 1 - Jun 15	Monday	Jun 18	Thursday	Jun 21
Jun 16 - Jun 30	Monday	Jul 2	Friday	Jul 6

Timesheets must be turned in no later than 10:00 a.m. on the due date shown.

University Corporation paychecks are disbursed at the reception desk of the University Corporation offices, located on the 3rd floor of the Sierra Center, after 2:00 p.m. on the pay dates indicated above and any day after between 8:00 a.m. and 5:00 p.m.

A picture ID must be presented when picking up checks.