

THE UNIVERSITY CORPORATION

2013 PAYROLL CALENDAR (first half of year)

<u>Pay Period</u>	<u>Timesheet Due</u>		<u>Pay Day</u>	
Jan 1 - Jan 15	Wednesday	Jan 16	Tuesday	Jan 22
Jan 16 - Jan 31	Friday	Feb 1	Wednesday	Feb 6
Feb 1 - Feb 15	Monday	Feb 18	Thursday	Feb 21
Feb 16 - Feb 29	Friday	Mar 1	Wednesday	Mar 6
Mar 1 - Mar 15	Monday	Mar 18	Thursday	Mar 21
Mar 16 - Mar 31	Tuesday	Apr 2	Friday	Apr 5
Apr 1 - Apr 15	Tuesday	Apr 16	Friday	Apr 19
Apr 16 - Apr 30	Wednesday	May 1	Monday	May 6
May 1 - May 15	Thursday	May 16	Tuesday	May 21
May 16 - May 31	Monday	Jun 3	Thursday	Jun 6
Jun 1 - Jun 15	Monday	Jun 17	Thursday	Jun 20
Jun 16 - Jun 30	Monday	Jul 1	Friday	Jul 5

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.