

THE UNIVERSITY CORPORATION

2011 PAYROLL CALENDAR – 2nd half

<u>Pay Period</u>	<u>Timesheet Due</u>		<u>Pay Day</u>	
Jul 1 - Jul 15	Monday	Jul 18	Thursday	Jul 21
Jul 16 - Jul 31	Monday	Aug 1	Thursday	Aug 4
Aug 1 - Aug 15	Tuesday	Aug 16	Friday	Aug 19
Aug 16 - Aug 31	Thursday	Sep 1	Wednesday	Sep 7
Sep 1 - Sep 15	Friday	Sep 16	Wednesday	Sep 21
Sep 16 - Sep 30	Monday	Oct 3	Thursday	Oct 6
Oct 1 - Oct 15	Monday	Oct 17	Thursday	Oct 20
Oct 16 - Oct 31	Tuesday	Nov 1	Friday	Nov 4
Nov 1 - Nov 15	Wednesday	Nov 16	Monday	Nov 21
Nov 16 - Nov 30	Thursday	Dec 1	Tuesday	Dec 6
Dec 1 - Dec 15	Friday	Dec 16	Wednesday	Dec 21
Dec 16 - Dec 31	Monday	Jan 2	Thursday	Jan 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 I.D. must be presented when picking up checks.