

THE UNIVERSITY CORPORATION

2012 PAYROLL CALENDAR – 2nd half

<u>Pay Period</u>	<u>Timesheet Due</u>		<u>Pay Day</u>	
Jul 1 - Jul 15	Monday	Jul 16	Thursday	Jul 19
Jul 16 - Jul 31	Wednesday	Aug 1	Monday	Aug 6
Aug 1 - Aug 15	Thursday	Aug 16	Tuesday	Aug 21
Aug 16 - Aug 31	Tuesday	Sep 4	Friday	Sep 7
Sep 1 - Sep 15	Monday	Sep 17	Thursday	Sep 20
Sep 16 - Sep 30	Monday	Oct 1	Thursday	Oct 4
Oct 1 - Oct 15	Tuesday	Oct 16	Friday	Oct 19
Oct 16 - Oct 31	Thursday	Nov 1	Tuesday	Nov 6
Nov 1 - Nov 15	Friday	Nov 16	Wednesday	Nov 21
Nov 16 - Nov 30	Monday	Dec 3	Thursday	Dec 6
Dec 1 - Dec 15	Monday	Dec 17	Thursday	Dec 20
Dec 16 - Dec 31	Wednesday	Jan 2	Monday	Jan 7

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.