

Payroll Schedule for Certificated and Administrative Employees

Certificated and administrative employees will be paid the last banking day of each month. The pay date is subject to any changes in federal banking holidays. Below is the schedule from July 2013 through June 2014.

All hours for the current month being processed will be entered by your timekeeper and will be paid in their respective months. There is no lag time in the pay period, so please ensure that all time for the current month is entered prior to submitting to payroll.

Pay Period Begin	Pay Period End	Office of Instruction Deadline	HR Deadline	Time Entry Due to Payroll	Check Date
7/1/2013	7/31/2013	7/5/2013	7/12/2013	7/19/2013	7/31/2013
8/1/2013	8/31/2013	8/1/2013	8/13/2013	8/20/2013	8/30/2013
9/1/2013	9/30/2013	9/6/2013	9/13/2011	9/20/2013	9/30/2013
10/1/2013	10/31/2013	10/7/2013	*10/14/13	10/21/2013	10/31/2013
11/1/2013	11/30/2013	11/1/2013	*11/8/2013	11/18/2013	11/29/2013
12/1/2013	12/31/2013	12/5/2013	12/12/2013	12/19/2013	12/31/2013
1/1/2014	1/31/2014	1/2/2014	1/10/2014	1/18/2014	1/31/2014
2/1/2014	2/28/2014	2/7/2014	*2/14/2014	2/19/2014	2/28/2014
3/1/2014	3/31/2014	3/7/2014	3/14/2014	3/21/2014	3/31/2014
4/1/2014	4/30/2014	4/7/2014	4/14/2014	4/21/2014	4/30/2014
5/1/2014	5/31/2014	5/6/2014	5/13/2014	5/20/2014	5/30/2014
6/1/2014	6/30/2014	6/1/2014	6/12/2014	6/19/2014	6/30/2014

* 10/11 Faculty Holiday

11/11 Holiday

02/14 Holiday

02/17 Holiday