

MONTHLY PAYROLL DEADLINES AND DATES
THROUGH AUGUST 31, 2010

<u>For Time Earned</u> <u>During Pay Period:</u>	<u>Approved Appointments Forms</u> <u>Due in OHR by 5:00 P.M.</u>	<u>Check</u> <u>Release Date</u> PAYDAY
09/01/09 09/30/09	09/16/09 (Wednesday)	10/01/09
10/01/09 10/31/09	10/19/09 (Monday)	11/02/09
11/01/09 11/30/09	11/17/09 (Tuesday)	12/01/09
12/01/09 12/31/09	12/15/09 (Tuesday)	01/04/10
01/01/10 01/31/10	01/19/10 (Tuesday)	02/01/10
02/01/10 02/28/10	02/17/10 (Wednesday)	03/01/10
03/01/10 03/31/10	03/18/10 (Thursday)	04/01/10
04/01/10 04/30/10	04/19/10 (Monday)	05/03/10
05/01/10 05/31/10	05/18/10 (Tuesday)	06/01/10
06/01/10 06/30/10	06/17/10 (Thursday)	07/01/10
07/01/10 07/31/10	07/16/10 (Friday)	08/02/10
08/01/10 08/31/10	08/18/10 (Wednesday)	09/01/10

Departments processing appointment forms (ANM or ACM) must obtain the necessary approvals to allow routing through the Office of Human Resources for final approval by the deadlines shown above in order for payment to be made on the corresponding payday.

Late appointments will automatically process on the next scheduled semi-monthly payday.

Payroll website for calendar: http://www.uttyler.edu/finserv/Payroll/payroll_home.htm