

Permanent SPA/Faculty/EPA Administrators are paid on the last working day of the month. All necessary paperwork must be in the Payroll Office by 5:00 p.m. on the following dates to ensure timely payments.

Reporting Start Date	Reporting End Date	Timesheets Due	Authorizations Due	Payday
12/16/11	1/15/12	1/17/12	1/9/12	1/31/12
1/16/12	2/15/12	2/16/12	2/9/12	2/29/12
2/16/12	3/15/12	3/16/12	3/9/12	3/30/12
3/16/12	4/15/12	4/16/12	4/11/12	4/30/12
4/16/12	5/15/12	5/16/12	5/9/12	5/31/12
5/16/12	6/15/12	6/18/12	6/11/12	6/29/12
6/16/12	7/15/12	7/16/12	7/9/12	7/31/12
7/16/12	8/15/12	8/16/12	8/9/12	8/31/12
8/16/12	9/15/12	9/17/12	9/10/12	9/28/12
9/16/12	10/15/12	10/16/12	10/9/12	10/31/12
10/16/12	11/15/12	11/16/12	11/9/12	11/30/12
11/16/12	12/15/12	12/10/12	12/10/12	12/21/12

Non-Student, Student Temporary, Work-Study Students and Graduate Assistants are paid on the 15th of the month and the last working day of the month. If the 15th falls on a holiday or weekend hourly paid students and Graduate Assistants are paid on the prior Friday. All necessary paperwork must be in the Payroll Office by 5:00 p.m. on the following dates to ensure timely payments.

Reporting Start Date	Reporting End Date	Timesheets Due	Work Authorizations Due	Payday
12/1/11	12/15/11	12/16/11	12/16/11	1/9/12
12/16/11	12/31/11	1/3/12	1/3/12	1/13/12
1/1/12	1/15/12	1/17/12	1/17/12	1/31/12
1/16/12	1/31/12	2/1/12	2/1/12	2/15/12
2/1/12	2/15/12	2/16/12	2/16/12	2/29/12
2/16/12	2/28/12	3/1/12	3/1/12	3/15/12
3/1/12	3/15/12	3/16/12	3/16/12	3/30/12
3/16/12	3/31/12	4/2/12	4/2/12	4/13/12
4/1/12	4/15/12	4/16/12	4/16/12	4/30/12
4/16/12	4/30/12	5/1/12	5/1/12	5/15/12
5/1/12	5/15/12	5/16/12	5/16/12	5/31/12
5/16/12	5/31/12	6/1/12	6/1/12	6/15/12
6/1/12	6/15/12	6/18/12	6/18/12	6/29/12
6/16/12	6/30/12	7/2/12	7/2/12	7/13/12
7/1/12	7/15/12	7/16/12	7/16/12	7/31/12
7/16/12	7/31/12	8/1/12	8/1/12	8/15/12
8/1/12	8/15/12	8/16/12	8/16/12	8/31/12
8/16/12	8/31/12	9/4/12	9/4/12	9/14/12
9/1/12	9/15/12	9/17/12	9/17/12	9/28/12

9/16/12	9/30/12	10/1/12	10/1/12	10/15/12
10/1/12	10/15/12	10/16/12	10/16/12	10/31/12
10/16/12	10/31/12	11/1/12	11/1/12	11/15/12
11/1/12	11/15/12	11/16/12	11/16/12	11/30/12
11/16/12	11/30/12	12/3/12	12/3/12	12/14/12