



Cycle 2
NON-BENEFITED Employee
 2011-2012 Pay Schedule

PAY PERIOD		PAYROLL NUMBER	TIMESHEETS DUE <u>10 AM AT BMU 219</u>		PAY DAY IS <u>NOON AT BMU 219</u>	
July	1-15	1102140	July 14-10am	Thur	July 25	Mon <i>Summer</i>
July	16-31	1102150	Aug 1	Mon	Aug 10	Wed <i>Summer</i>
Aug	1-15	1102160	Aug 16	Tues	Aug 25	Thur
Aug	16-31	1102170	Aug 31-10am	Wed	Sept 9	Fri
Sept	1-15	1102180	Sept 16	Fri	Sept 26	Mon
Sept	16-30	1102190	Sept 30—5pm	Fri	Oct 7	Fri
Oct	1-15	1102200	Oct 17	Mon	Oct 25	Tues
Oct	16-31	1102210	Nov 1	Tues	Nov 10	Thur
Nov	1-15	1102220	Nov 16	Wed	Nov 23	Wed
Nov	16-30	1102230	Dec 1	Thur	Dec 9	Fri
Dec	1-15	1102240	Dec 15-10am	Thur	Dec 22**	Thur
Dec	16-31	1202010	Dec 23-12pm**	Fri	Jan 10	Tues
Jan	1-15	1202020	Jan 17-5pm	Tue	Jan 25	Wed
Jan	16-31	1202030	Feb 1	Wed	Feb 10	Fri
Feb	1-15	1202040	Feb 16	Thur	Feb 24	Fri
Feb	16-28	1202050	Mar 1	Thur	Mar 9	Fri
Mar	1-15	1202060	Mar 16	Fri	Mar 26	Mon
Mar	16-31	1202070	Apr 2	Mon	Apr 10	Tues
Apr	1-15	1202080	Apr 16	Mon	Apr 25	Wed
Apr	16-30	1202090	May 1	Tues	May 10	Thur
May	1-15	1202100	May 16	Mon	May 25	Fri
May	16-31	1202110	May 31-10am***	Thur	June 7***	Thur <i>Summer</i>
June	1-15	1202120	June 14-0am***	Thur	June 25	Mon <i>Summer</i>
June	16-30	1202130	July 2***	Mon	July 10	Tue <i>Summer</i>

PAYDAY ADJUSTMENTS WERE NECESSARY BECAUSE OF HOLIDAY, SUMMER OR WEEKEND TIME CONSTRAINTS.

SUMMER HOURS FOR AS BUSINESS OFFICE: MON-THURS 8:00AM—4:30PM & CLOSED FRIDAYS

**DURING THE WINTER BREAK TIMESHEET DUE DATES AND PAY DATES MAY BE ALTERED DUE TO CAMPUS CLOSURE. A NOTICE WILL BE INCLUDED WITH THE PAYCHECKS PRIOR TO THE BREAK.