Paying employees timely and accurately is each Department’s responsibility. Please submit pay-affecting documents BEFORE these deadlines to allow adequate processing time by all administrative units. Please confirm pay-affecting changes in TEMPS, DEPPS or PERMS BEFORE these deadlines.

**PAYROLL DOCUMENTS SCHEDULE – 2009-2010**

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Documents due in:
- Position Control (Zip 1041)
  - Employee-initiated pay-affecting documents, Expenditure Transfer Requests and OVERTIME Time Reports due in:
  - Payroll Services (Zip 1024)
  - Medical Enrollment/Retirements Forms due in:
  - Human Resource Services (Zip 1014)
  - LWOP Time and Leave Reports due in:
  - Human Resource Services (Zip 1014)

Last day for on-line input and review of pending appointments and I-9s in TEMPS, PERMS no later than 3:00 p.m.

- Begin on-line input of Positive Pay in DEPT PAY
  - Complete on-line input of Positive Pay in DEPT PAY by NOON
    **Run Payroll Calculation**

- Cut-off for pay-affecting errors on PEARs is 9:00 a.m.

- Cut-off for non-pay affecting errors on PEARs NO LATER THAN NOON
  **PAY DAY ***

* Complete on-line input of Positive Pay NO LATER THAN 2:00 p.m.
** Saturday Payroll run. Complete on-line Positive Pay by 12:00 p.m.
*** The cut-off of receipt of Time Reports and Leave Reports in Payroll Services for payment of annual sick leave cash out is JANUARY 26, 2010.

The cut-off dates for Graduate Assistant Payroll Deductions are


Late fees will be applied by Student Accounts the night of SEPTEMBER 8, 2009 and JANUARY 25, 2010. Sign up for payroll deduction before late fees are applied.

**UNIVERSITY HOLIDAYS:**
- MONDAY -- SEPTEMBER 7
- WEDNESDAY -- NOVEMBER 11
- THURSDAY & FRIDAY -- NOVEMBER 26 & 27
- THURSDAY & FRIDAY -- DECEMBER 24 & 25
- FRIDAY -- JANUARY 1
- MONDAY -- JANUARY 18
- MONDAY -- MAY 31