

**Human Resources/Payroll Deadlines
Calendar Year 2004**

2004 Calendar Pay Event	Pay Period Dates From - Through		Organizational Time Sheets Available to Departments	Documents Relating to Pay Date (far right Column) due in Human Resources by NOON**	Organizational Time Sheets and Payroll Exceptions Reports Due to PAYROLL by NOON	Employee Pay Date, Checks Available To Departments
1	12/21/03	01/03/04	12/24/03 *	12/22/03 *	12/24/03 *	01/09/04
2	01/04/04	01/17/04	01/09/04	01/14/04	01/16/04	01/23/04
3	01/18/04	01/31/04	01/23/04	01/28/04	01/30/04	02/06/04
4	02/01/04	02/14/04	02/06/04	02/11/04	02/13/04	02/20/04
5	02/15/04	02/28/04	02/20/04	02/25/04	02/27/04	03/05/04
6	02/29/04	03/13/04	03/05/04	03/10/04	03/12/04	03/19/04
7	03/14/04	03/27/04	03/19/04	03/24/04	03/26/04	04/02/04
8	03/28/04	04/10/04	04/02/04	04/07/04	04/09/04	04/16/04
9	04/11/04	04/24/04	04/16/04	04/21/04	04/23/04	04/30/04
10	04/25/04	05/08/04	04/30/04	05/05/04	05/07/04	05/14/04
11	05/09/04	05/22/04	05/14/04	05/19/04	05/21/04	05/28/04
12	05/23/04	06/05/04	05/28/04	06/02/04	06/04/04	06/11/04
13	06/06/04	06/19/04	06/11/04	06/16/04	06/18/04	06/25/04
14	06/20/04	07/03/04	06/25/04	06/30/04	07/02/04	07/09/04
15	07/04/04	07/17/04	07/09/04	07/14/04	07/16/04	07/23/04
16	07/18/04	07/31/04	07/23/04	07/28/04	07/30/04	08/06/04
17	08/01/04	08/14/04	08/06/04	08/11/04	08/13/04	08/20/04
18	08/15/04	08/28/04	08/20/04	08/25/04	08/27/04	09/03/04
19	08/29/04	09/11/04	09/03/04	09/08/04	09/10/04	09/17/04
20	09/12/04	09/25/04	09/17/04	09/22/04	09/24/04	10/01/04
21	09/26/04	10/09/04	10/01/04	10/06/04	10/08/04	10/15/04
22	10/10/04	10/23/04	10/15/04	10/20/04	10/22/04	10/29/04
23	10/24/04	11/06/04	10/29/04	11/03/04	11/05/04	11/12/04
24	11/07/04	11/20/04	11/12/04	11/15/04 *	11/16/04 *	11/23/04 *
25	11/21/04	12/04/04	11/23/04 *	12/01/04	12/03/04	12/10/04
26	12/05/04	12/18/04	12/10/04	12/14/04 *	12/16/04 *	12/23/04 *

Issued: December 11, 2003

Schedule subject to change.

*** Adjusted due to university holiday.**

** To be considered "on time," documents must be complete, to include attachments and required signatures.

Authorization to hire international employees, including faculty and students, must be received, in writing, from the Office of International Student and Scholar Services **BEFORE** the employee begins to work.

Actions involving grant funded employees must be approved by the Office of Sponsored Programs.