

**Human Resources/Payroll Deadlines  
Calendar Year 2011**

2011 Calendar Pay Event	Pay Period Dates		HR Action Forms & Required Documents due in HR by 5PM on dates below	Web Time Entry & Departmental Time Entry Approvals Due by 10 AM	Pay Check Date
	From	Through			
1	12/26/10	01/08/11	01/06/11	01/10/11	01/14/11
2	01/09/11	01/22/11	01/20/11	01/24/11	01/28/11
3	01/23/11	02/05/11	02/03/11	02/07/11	02/11/11
4	02/06/11	02/19/11	02/16/11	02/18/11	02/25/11
5	02/20/11	03/05/11	03/03/11	03/07/11	03/11/11
6	03/06/11	03/19/11	03/17/11	03/21/11	03/25/11
7	03/20/11	04/02/11	03/31/11	04/04/11	04/08/11
8	04/03/11	04/16/11	04/14/11	04/18/11	04/22/11
9	04/17/11	04/30/11	04/28/11	05/02/11	05/06/11
10	05/01/11	05/14/11	05/12/11	05/16/11	05/20/11
11	05/15/11	05/28/11	05/25/11	05/27/11	06/03/11
12	05/29/11	06/11/11	06/09/11	06/13/11	06/17/11
13	06/12/11	06/25/11	06/23/11	06/27/11	07/01/11
14	06/26/11	07/09/11	07/07/11	07/11/11	07/15/11
15	07/10/11	07/23/11	07/21/11	07/25/11	07/29/11
16	07/24/11	08/06/11	08/04/11	08/08/11	08/12/11
17	08/07/11	08/20/11	08/18/11	08/22/11	08/26/11
18	08/21/11	09/03/11	08/31/11	09/02/11	09/09/11
19	09/04/11	09/17/11	09/15/11	09/19/11	09/23/11
20	09/18/11	10/01/11	09/29/11	10/03/11	10/07/11
21	10/02/11	10/15/11	10/13/11	10/17/11	10/21/11
22	10/16/11	10/29/11	10/27/11	10/31/11	11/04/11
23	10/30/11	11/12/11	11/10/11	11/14/11	11/18/11
24	11/13/11	11/26/11	11/21/11	11/28/11	12/02/11
25	11/27/11	12/10/11	12/06/11	12/08/11	12/16/11
26	12/11/11	12/24/11	12/12/11	12/15/11	12/30/11
1	12/25/11	01/07/12	01/05/12	01/09/12	01/13/12

\* Adjusted due to holiday.

\*\* Checks will be mailed.

To be considered "on time," documents must be complete, including attachments, and required signatures.  
 Authorization to hire international employees, including faculty and students, must be approved by 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.