

2014 Biweekly Payroll Deadlines

Adjustment/Change Forms Include- New contracts, new hire paperwork, address changes, tax claim updates, donations changes, group benefit updates, AVC pension changes, direct deposit changes, misc. Changes, and expense reimbursement claims.

Timesheets- Timesheets must be authorized and submitted to payroll before the processing deadline. Submissions received after the posted deadlines may not be processed until the following pay day.

Please speak to your supervisor regarding internal department deadlines so that they have time to review and approve your timesheet prior to the payroll processing deadlines below. An asterisk () indicates a change in the usual deadline day/time.*

Biweekly Pay Period (timesheet employees) <i>Salaried employees are paid one week ahead of schedule below</i>	Adjustment/Change Forms due to Payroll By Friday 4:00pm	Staff/Faculty/Research Employee and all timesheet approvals due to Payroll by Monday 12:00pm (noon)	Pay Day
Dec 15 to Dec 28, 2013	20-Dec*	30-Dec	03-Jan
Dec 29'14 to Jan 11'15	10-Jan	13-Jan	17-Jan
Jan 12 to Jan 24	23-Jan	26-Jan	31-Jan
Jan 24 to Feb 8	07-Feb	10-Feb	14-Feb
Feb 9 to Feb 22	21-Feb	24-Feb	28-Feb
Feb 23 to Mar 8	07-Mar	10-Mar	14-Mar
Mar 8 to Mar 22	21-Mar	24-Mar	28-Mar
Mar 22 to April 5	04-Apr	07-Apr	11-Apr
April 6 to April 19	17-Apr*	21-Apr	25-Apr
April 20 to May 3	02-May	05-May	09-May
May 4 to May 17	16-May	20-May*	23-May
May 18 to May 31	30-May	02-Jun	06-Jun
June 1 to June 14	13-Jun	16-Jun	20-Jun
June 15 to June 28	27-Jun	30-Jun	04-Jul
June 29 to July 19	11-Jul	14-Jul	18-Jul
July 12 to July 26	25-Jul	28-Jul	1-Aug
July 27 to Aug 9	08-Aug	11-Aug	15-Aug
Aug 10 to Aug 23	22-Aug	25-Aug	29-Aug
Aug 24 to Sep 6	05-Sep	08-Sep	12-Sep
Sep 7 to Sep 20	19-Sep	22-Sep	26-Sep
Sep 21 to Oct 4	03-Oct	06-Oct	10-Oct
Oct 5 to Oct 18	17-Oct	20-Oct	24-Oct
Oct 16 to Oct 31	30-Oct	03-Nov	07-Nov
Nov 1 to Nov 14	13-Nov	17-Nov	21-Nov
Nov 15 to Nov 29	28-Nov	01-Dec	05-Dec
Nov 30 to Dec 13	12-Dec	15-Dec	19-Dec
Dec 14 to Dec 27	19-Dec*	29-Dec	02-Jan