

# January – March 2012 PAY DATES

Note: December 15-17 will be paid on January 6, 2012

Note: December 18-24 will be paid on January 20, 2012

January 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 New Year's Day	3 12/18 to 12/24 due	4	5	6 Payday	7
8 2nd week	9	10 1/1 to 1/7 due	11	12 1/8 to 1/11 due	13	14 End of 2 week pay period
15 1st week	16 Martin Luther King Day	17 1/12 to 1/14 due	18	19	20 Payday	21
22 2nd week	23	24 1/15 to 1/21 due	25	26 1/22 to 1/25 due	27	28 End of 2 week pay period
29 1st week	30	31 1/26 to 1/28 due				



Payroll Office

- Non-benefitted Non-student Employees
- Federal College Work Study Employees
- Student Employees  
*pink, blue, yellow, purple, green time sheets*

- Time-summary sheets are due in the Payroll Office at 9 a.m. as indicated on this calendar.
- Late time-summary sheets will be processed in the next pay cycle.

- **DO NOT WORK ON HOLIDAYS or days when College is CLOSED—NO PAY.**
- Record only actual hours worked — DO NOT PROJECT HOURS for 2nd week of pay period. Any hours worked after time-summary sheet has been submitted must be reported on a separate time-summary sheet and submitted the following Tuesday.

- “Week of” dates on time-summary sheets must be Sunday to Saturday dates—not partial weeks.
- The 2nd week of the pay period will have two time-summary sheets with same “week of” dates.

February 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Payday	4
5 2nd week	6	7 1/29 to 2/4 due	8	9 2/5 to 2/8 due	10	11 End of 2 week pay period
12 1st week	13	14 2/9 to 2/11 due	15	16	17 Payday	18
19 2nd week	20 Presidents' Day	21 2/12 to 2/18 due	22	23 2/19 to 2/22 due	24	25 End of 2 week pay period
26 1st week	27	28 2/23 to 2/25 due	29			

March 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2 Payday	3
4 2nd week	5	6 2/26 to 3/3 due	7	8 3/4 to 3/7 due	9	10 End of 2 week pay period
11 1st week	12	13 3/8 to 3/10 due	14	15	16 Payday	17
18 2nd week	19	20 3/11 to 3/17 due	21	22 3/18 to 3/21 due	23	24 End of 2 week pay period
25 1st week	26	27 3/22 to 3/24 due	28	29	30 Payday	31

# April – June 2012 PAY DATES



Payroll Office

- Non-benefitted Non-student Employees
- Federal College Work Study Employees
- Student Employees

*pink, blue, yellow, purple, green  
time sheets*

- Time-summary sheets are due in the Payroll Office **at 9 a.m.** as indicated on this calendar.
- Late time-summary sheets will be processed in the next pay cycle.

- **DO NOT WORK ON HOLIDAYS or days when College is CLOSED— NO PAY.**
- Record only actual hours worked — **DO NOT PROJECT HOURS** for 2nd week of pay period. Any hours worked after time-summary sheet has been submitted must be reported on a separate time-summary sheet and submitted the following Tuesday.

- “Week of” dates on time-summary sheets must be Sunday to Saturday dates—not partial weeks.
- The 2nd week of the pay period will have two time-summary sheets with same “week of” dates.

April 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 2nd week	2	3 3/25 to 3/31 due	4	5 4/1 to 4/4 due	6	7 End of 2 week pay period
8 1st week	9	10 4/5 to 4/7 due	11	12	13 Payday	14
15 2nd week	16 Patriots' Day	17 4/8 to 4/14 due	18	19 4/15 to 4/18 due	20	21 End of 2 week pay period
22 1st week	23	24 4/19 to 4/21 due	25	26	27 Payday	28
29 2nd week	30					

May 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 4/22 to 4/28 due	2	3 4/29 to 5/2 due	4	5 End of 2 week pay period
6 1st week	7	8 5/3 to 5/5 due	9	10	11 Payday	12
13 2nd week	14	15 5/6 to 5/12 due	16	17 5/13 to 5/16 due	18	19 End of 2 week pay period
20 1st week	21	22 5/17 to 5/19 due	23	24	25 Payday	26
27 2nd week	28 Memorial Day	29 5/20 to 5/26 due	30	31 5/27 to 5/30 due		

June 2012						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 End of 2 week pay period
3 1st week	4	5 5/31 to 6/2 due	6	7	8 Payday	9
10 2nd week	11	12 6/3 to 6/9 due	13	14 6/10 to 6/13 due	15	16 End of 2 week pay period
17 1st week	18	19 6/14 to 6/16 due	20	21	22 Payday	23
24 2nd week	25	26 6/17 to 6/23 due	27	28 6/24 to 6/27 due	29	30

Note: July 6 paycheck will consist of hours worked thru June 27.  
Hours worked June 28-30 will be processed on a separate payroll cycle.

Hours worked June 28-30 are due July 3.