

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5 <i>LAST DAY TO SUBMIT PAYROLL ACTIONS FOR 11/12 PAYDATE ** ##</i>	6 Pay Period Ends for 10/24 – 11/6
7 Timecards for Residential Staff auto-submit by 6am All others auto-submit by 10am	8 Supervisors approve timecards by 10am*	9 Payroll Processes all pay data by 2pm for payment on 11/12	10	11	12 Pay Date	13
14	15	16	17	18	19 <i>LAST DAY TO SUBMIT PAYROLL ACTIONS FOR 11/26 PAYDATE ** ##</i>	20 Pay Period Ends for 11/7 – 11/20
21 Timecards for Residential Staff auto-submit by 6am All others auto-submit by 10am	22 Supervisors approve timecards by 10am*	23 Payroll Processes all pay data by 2pm for payment on 11/26	24	25 Thanksgiving Holiday	26 Pay Date Thanksgiving Holiday	27
28	29	30				

*Timecards are locked and processed by the Payroll Department by noon

**Including Travel Reimbursement, Vacation Cash Out, Sign On Bonuses, Referral Bonuses, & Direct Deposits

##The Payroll Department will use their discretion on PAFs, Vacation Cash Out, & Direct Deposits if submitted after the deadline