

December 2009

Monday	Tuesday	Wednesday	Thursday	Friday
30  Faculty: Pay Date  Salaried: Pay Date  Hourly: PAF due for 12/11 pay to HR/SEO by 5pm	1  Pension: Pay Day	2	3  Salaried: PAF due for 12/15 pay to HR, SEO, Office of Research by 5pm	4  Salaried: Non-Exempt Absence and Overtime Forms due to Payroll Office for 12/15 Pay
7  Hourly: Time Reporting (Timesheets or Ultra Time) due to Payroll by 9 am for 12/11 Pay	8	9	10	11  Hourly: Pay Date  Salaried: PAF due for 12/23 pay to HR, SEO, Office of Research by 5pm
14  Hourly: PAF due for 12/23 & 1/8 pay to HR/SEO by 5pm  Salaried: Non-Exempt Absence and Overtime Forms due to Payroll Office for 12/23 Pay	15  Salaried: Pay Date  Faculty: EPAF entry due for 12/23 pay	16	17	18  Hourly: Time Reporting (Timesheets or Ultra Time) due to Payroll by 5 pm for 12/23 Pay
21	22	23  Hourly: Pay Date  Faculty: Pay Date  Salaried: Pay Date	24 Christmas Eve-Closed	25 Christmas Day-Closed
28 Winter Break-Closed	29 Winter Break-Closed	30 Winter Break-Closed	31 New Year's Eve-Closed	1 New Year's Day-Closed