

**PAYROLL RELATED DEADLINES FOR UNIVERSITY EMPLOYEES
2011/2012**

Biweekly Pay Period Beginning Date	Biweekly Forms Deadline	Biweekly Timecard Deadline	Biweekly Check Dates	UC Time Closing Dates At Noon	Monthly Forms Deadline	Monthly Check Dates
11/13/11	11/18/11	11/28/11	12/02/11	11/28/11	11/07/11	11/30/11
11/27/11	12/06/11	12/12/11	12/16/11	12/12/11	12/05/11	12/30/11
12/11/11	12/16/11	12/23/11	12/30/11	12/27/11		
12/25/11	01/03/12	01/09/12	01/13/12	01/09/12	01/09/12	01/31/11
01/08/12	01/17/12	01/23/12	01/27/12	01/23/12	02/06/12	02/29/12
01/22/12	01/31/12	02/06/12	02/10/12	02/06/12	03/09/12	03/30/12
02/05/12	02/14/12	02/20/12	02/24/12	02/20/12	04/09/12	04/30/12
02/19/12	02/28/12	03/05/12	03/09/12	03/05/12		
03/04/12	03/13/12	03/19/12	03/23/12	03/19/12	05/07/12	05/31/12
03/18/12	03/27/12	04/02/12	04/06/12	04/02/12	06/04/12	06/29/12
04/01/12	04/10/12	04/16/12	04/20/12	04/16/12	06/06/12*	07/31/12
04/15/12	04/24/12	04/30/12	05/04/12	04/30/12	07/06/12**	07/31/12
04/29/12	05/08/12	05/14/12	05/18/12	05/14/12	08/10/12	08/31/12
05/13/12	05/22/12	05/25/12	06/01/12	05/29/12	09/07/12	09/28/12
05/27/12	06/05/12	06/11/12	06/15/12	06/11/12	10/05/12	10/31/12
06/10/12	06/19/12	06/25/12	06/29/12	06/25/12	11/05/12	11/30/12
06/24/12	07/03/12	07/09/12	07/13/12	07/09/12	12/07/12	12/31/12
07/08/12	07/17/12	07/23/12	07/27/12	07/23/12		
07/22/12	07/31/12	08/06/12	08/10/12	08/06/12		
08/05/12	08/14/12	08/20/12	08/24/12	08/20/12		
08/19/12	08/28/12	08/31/12	09/07/12	09/04/12		
09/02/12	09/11/12	09/17/12	09/21/12	09/17/12		
09/16/12	09/25/12	10/01/12	10/05/12	10/01/12		
09/30/12	10/09/12	10/15/12	10/19/12	10/15/12		
10/14/12	10/23/12	10/29/12	11/02/12	10/29/12		
10/28/12	11/06/12	11/12/12	11/16/12	11/12/12		
11/11/12	11/16/12	11/26/12	11/30/12	11/26/12		
11/25/12	12/04/12	12/10/12	12/14/12	12/10/12		
12/09/12	12/17/12	12/21/12	12/28/12	12/24/12		
12/23/12	12/31/12	01/07/13	01/11/13	01/07/13		

* Monthly Salary and Account Changes for July, and all changes (promotions, reappointments, LOA's, etc.)

** Monthly New Appointments, Extra Service Payments, and Terminations

Note: Biweekly Additional Pay deadline is the second **Wednesday** of every pay period at NOON

Note: **Form UPP 103**, Payroll Expense Transfer Form, should be submitted according to the Biweekly Forms Deadline and the Monthly Forms Deadline dates.

Note: This listing replaces Appendix D of the *Effort Reporting System User's Manual*.

Note: It is important that ALL time records in UChicago Time for your biweekly paid staff be approved by **NOON** on the **MONDAY that follows each pay period end date. Dates listed above.**

Note: All Monthly Absence reports in UChicago Time **MUST** be submitted on the last working day of each month to avoid any potential accrual forfeiture.