

**PAYROLL RELATED DEADLINES FOR UNIVERSITY EMPLOYEES  
2012/2013**

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

\* All monthly salary and account changes for July (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.