FY 2012 MONTHLY LEAVE/PAYROLL CUTOFF SCHEDULE

PAY PERIODS FROM	THROUGH		PAYDAY
6/7/2011	6/30/2011	PART OF JULY PAYROLL--YR END PROCESSING ***FINAL POSTING/END OF YEAR***	**7/29/2011**
7/1/2011	7/8/2011		**7/29/2011**
7/9/2011	8/5/2011		**8/31/2011**
8/6/2011	9/2/2011		**9/30/2011**
9/3/2011	10/7/2011		**10/31/2011**
10/8/2011	11/4/2011		**11/30/2011**
11/5/2011	12/2/2011		**12/16/2011**
12/3/2011	1/6/2012		**1/31/2012**
1/7/2012	2/3/2012		**2/29/2012**
2/4/2012	3/2/2012		**3/30/2012**
3/3/2012	4/6/2012	**We must have time sheets at the central office by April 9 due to spring break.**	**4/30/2012**
4/7/2012	5/4/2012		**5/30/2012**
5/5/2012	6/8/2012		**6/29/2012**
6/9/2012	**6/30/2012**	**PART OF JULY PAYROLL** ***FINAL POSTING/END OF YEAR*** **ALL PAY AND LEAVE POSTED THRU JUNE 30**	**7/31/2012**

DATES SUBJECT TO CHANGE: Notification will be sent by email when this is necessary.

*****ALL TIME SHEETS AND/OR ANY DOCUMENTATION ARE DUE TO THE PAYROLL DEPARTMENT (Location 8004) THE NEXT BUSINESS DAY AFTER CUTOFF.**

ALL EDL PAPERWORK SHOULD BE SUBMITTED BY CLOSE OF BUSINESS ON THE DAY OF OCCURANCE (6TH DAY OUT AND 1ST DAY OF RETURN).
THIS CAN BE FAXED TO PAM HOOPER AT 988-6234 AND THE ORIGINALS SENT BY PONY.

******INTEROFFICE: Please forward changes and time records to Payroll as they are processed. Do not wait until the deadline date to send time records to be entered. If you have any concerns or questions, please do not hesitate to call Beth Bembry at extension 10110.**