

FISCAL YEAR 2009/2010

PAYROLL AND SYSTEMS CONTROL DOCUMENT PROCESSING CALENDAR

Pay Cycle PP8 09/21/09 - 10/04/09

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 9/21/2009 | Monday | Pay Period Start Date |
| 9/25/2009 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 9/30/2009 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 10/2/2009 | Friday | Payment Request Due 5:00 PM |
| 10/4/2009 | Sunday | Pay End Date |
| 10/5/2009 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 10/9/2009 | Friday | Pay Day 8 |

Pay Cycle PP9 10/05/09 -10/18/09

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 10/5/2009 | Monday | Pay Period Start Date |
| 10/9/2009 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 10/14/2009 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 10/16/2009 | Friday | Payment Request Due 5:00 PM |
| 10/18/2009 | Sunday | Pay End Date |
| 10/19/2009 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 10/23/2009 | Friday | Pay Day 9 |

Pay Cycle PP10 10/19/09 - 11/01/09

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 10/19/2009 | Monday | Pay Period Start Date |
| 10/23/2009 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 10/28/2009 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 10/30/2009 | Friday | Payment Request Due 5:00 PM |
| 11/1/2009 | Sunday | Pay End Date |
| 11/2/2009 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 11/6/2009 | Friday | Pay Day 10 |

Pay Cycle PP11 11/02/09 - 11/15/09

| Date | Day | Action |
|-------------|------------|----------------------------------------------------------------------------|
| 11/2/2009 | Monday | Pay Period Start Date |
| 11/6/2009 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |

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|------------|-----------|--------------------------------------------------------------------------------------------------|
| 11/10/2009 | Tuesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 11/11/2009 | Wednesday | Veteran's Day Holiday |
| 11/13/2009 | Friday | Payment Request Due 5:00 PM |
| 11/15/2009 | Sunday | Pay End Date |
| 11/16/2009 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 11/20/2009 | Friday | Pay Day 11 |

Pay Cycle PP12 11/16/09 – 11/29/09

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 11/16/2009 | Monday | Pay Period Start Date |
| 11/19/2009 | Thursday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 11/20/2009 | Friday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 11/25/2009 | Wednesday | Payment Request Due 5:00 PM |
| 11/26/2009 | Thursday | Thanksgiving Holiday |
| 11/27/2009 | Friday | Thanksgiving Holiday |
| 11/29/2009 | Sunday | Pay End Date |
| 11/30/2009 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 12/4/2009 | Friday | Pay Day 12 |

Pay Cycle PP13 11/30/09 - 12/13/09

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 11/30/2009 | Monday | Pay Period Start Date |
| 12/4/2009 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 12/9/2009 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 12/11/2009 | Friday | Payment Request Due 5:00 PM |
| 12/13/2009 | Sunday | Pay End Date |
| 12/14/2009 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 12/18/2009 | Friday | Pay Day 13 |

Pay Cycle PP14 12/14/09 – 12/27/09

| Date | Day | Action |
|-------------|------------|------------------------------------------------------------------------------|
| 12/10/2009 | Thursday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 12/11/2009 | Friday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 12/14/2009 | Monday | Pay Period Start Date |

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PAYROLL AND SYSTEMS CONTROL DOCUMENT PROCESSING CALENDAR

| | | |
|------------|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| 12/16/2009 | Wednesday | Payment Request Due 5:00 PM |
| 12/17/2009 | Thursday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 12/23/2009 | Wednesday | Pay Day 14 Last Academic Pay - Fall Semester * DEPARTMENTS MUST MAIL UNDISTRIBUTED PAYCHECKS TO EMPLOYEES' HOME ADDRESSES BY 12:00 PM |
| 12/24/2009 | Thursday | Christmas Holiday |
| 12/25/2009 | Friday | Christmas Holiday |
| 12/27/2009 | Sunday | Pay End Date |

Pay Cycle PP15 12/28/09 - 01/10/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 12/22/2009 | Tuesday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 12/28/2009 | Monday | Pay Period Start Date University Closure |
| 12/29/2009 | Tuesday | University Closure |
| 12/30/2009 | Wednesday | University Closure |
| 12/31/2009 | Thursday | University Closure |
| 1/1/2010 | Friday | New Years Day Holiday |
| 1/6/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 1/8/2010 | Friday | Payment Request Due 5:00 PM |
| 1/10/2010 | Sunday | Pay End Date |
| 1/11/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 1/15/2010 | Friday | Pay Day 15 |

Pay Cycle PP16 01/11/10 - 01/24/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 1/11/2010 | Monday | Pay Period Start Date |
| 1/13/2010 | Wednesday | Classes Begin |
| 1/14/2010 | Thursday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 1/18/2010 | Monday | Dr. Martin Luther King Jr. Day Holiday |
| 1/20/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 1/22/2010 | Friday | Payment Request Due 5:00 PM Tentative Distribution of W-2's & 1042S to Campus |
| 1/24/2010 | Sunday | Pay End Date |
| 1/25/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |

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PAYROLL AND SYSTEMS CONTROL DOCUMENT PROCESSING CALENDAR

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|-----------|--------|--------------------------------------------------------------------------------------------------------------------------------|
| 1/29/2010 | Friday | Pay Day 16 * Departments MUST have all non-distributed FormW-2 & 1042S postmarked & mailed to employees by this date |
|-----------|--------|--------------------------------------------------------------------------------------------------------------------------------|

Pay Cycle PP17 01/25/10 - 02/07/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 1/25/2010 | Monday | Pay Period Start Date |
| 1/29/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 2/3/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 2/5/2010 | Friday | Payment Request Due 5:00 PM |
| 2/7/2010 | Sunday | Pay End Date |
| 2/8/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 2/12/2010 | Friday | Pay Day 17 |

Pay Cycle PP18 02/08/10 - 02/21/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 2/8/2010 | Monday | Pay Period Start Date |
| 2/12/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 2/17/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 2/19/2010 | Friday | Payment Request Due 5:00 PM |
| 2/21/2010 | Sunday | Pay End Date |
| 2/22/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 2/26/2010 | Friday | Pay Day 18 |

Pay Cycle PP19 02/22/10 - 03/07/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 2/22/2010 | Monday | Pay Period Start Date |
| 2/26/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 3/3/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 3/5/2010 | Friday | Payment Request Due 5:00 PM |
| 3/7/2010 | Sunday | Pay End Date |
| 3/8/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 3/12/2010 | Friday | Pay Day 19 |

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PAYROLL AND SYSTEMS CONTROL DOCUMENT PROCESSING CALENDAR

Pay Cycle PP20 03/08/10 – 03/21/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 3/8/2010 | Monday | Pay Period Start Date |
| 3/12/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 3/17/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 3/19/2010 | Friday | Payment Request Due 5:00 PM |
| 3/21/2010 | Sunday | Pay End Date |
| 3/22/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 3/26/2010 | Friday | Pay Day 20 |

Pay Cycle PP21 03/22/10 - 04/04/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 3/22/2010 | Monday | Pay Period Start Date |
| 3/26/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 3/31/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 4/2/2010 | Friday | Payment Request Due 5:00 PM |
| 4/4/2010 | Sunday | Pay End Date |
| 4/5/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 4/9/2010 | Friday | Pay Day 21 |

Pay Cycle PP22 04/05/10 – 04/18/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 4/5/2010 | Monday | Pay Period Start Date |
| 4/9/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 4/14/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 4/16/2010 | Friday | Payment Request Due 5:00 PM |
| 4/18/2010 | Sunday | Pay End Date |
| 4/19/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 4/23/2010 | Friday | Pay Day 22 |

Pay Cycle PP23 04/19/10 – 05/02/10

| Date | Day | Action |
|-------------|------------|----------------------------------------------------------------------------|
| 4/19/2010 | Monday | Pay Period Start Date |
| 4/23/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |

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PAYROLL AND SYSTEMS CONTROL DOCUMENT PROCESSING CALENDAR

| | | |
|-----------|-----------|--------------------------------------------------------------------------------------------------|
| 4/28/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 4/30/2010 | Friday | Payment Request Due 5:00 PM |
| 5/2/2010 | Sunday | Pay End Date |
| 5/3/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 5/7/2010 | Friday | Pay Day 23 |

Pay Cycle PP24 05/03/10 - 05/16/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 5/3/2010 | Monday | Pay Period Start Date |
| 5/7/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 5/12/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 5/14/2010 | Friday | Payment Request Due 5:00 PM Classes End |
| 5/16/2010 | Sunday | Pay End Date |
| 5/17/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 5/21/2010 | Friday | Pay Day 24 |

Pay Cycle PP25 05/17/10 - 05/30/10

| Date | Day | Action |
|-------------|------------|--------------------------------------------------------------------------------------------------|
| 5/17/2010 | Monday | Pay Period Start Date |
| 5/20/2010 | Thursday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 5/25/2010 | Tuesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |
| 5/27/2010 | Thursday | Payment Request Due 5:00 PM |
| 5/28/2010 | Friday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 5/30/2010 | Sunday | Pay End Date |
| 5/31/2010 | Monday | Memorial Day Holiday |
| 6/4/2010 | Friday | Pay Day 25 Last Academic Pay - Spring Semester |

Pay Cycle PP26 05/31/10 - 06/13/10

| Date | Day | Action |
|-------------|------------|------------------------------------------------------------------------------|
| 5/31/2010 | Monday | Pay Period Start Date Memorial Day Holiday |
| 6/4/2010 | Friday | Documents due to Systems Control for Positive Pay Reporters to Report Time |
| 6/9/2010 | Wednesday | Documents Due to Systems Control to Generate Pay for Exception Pay Reporters |

FISCAL YEAR 2009/2010

PAYROLL AND SYSTEMS CONTROL DOCUMENT PROCESSING CALENDAR

| | | |
|-----------|--------|--------------------------------------------------------------------------------------------------|
| 6/11/2010 | Friday | Payment Request Due 5:00 PM |
| 6/13/2010 | Sunday | Pay End Date |
| 6/14/2010 | Monday | All Time Approved and converted to Payable Time by 3:00 PM All Exceptions accepted by 5:00 PM |
| 6/18/2010 | Friday | Pay Day 26 |

ALL PROCESSING DEADLINES FOR FORMS W4, A4 AND DIRECT DEPOSIT DEADLINE IS 5 PM MONDAY OF PAYWEEK WITHIN UACCESS EMPLOYEE SELF SERVICE. EMPLOYEES MUST FOLLOW THESE DEADLINES TO ENSURE THAT THEIR PAY IS PROPERLY AFFECTED.