

Schedule of Bi-Weekly Pay Dates

Staff Holidays

- January 17.....Martin Luther King, Jr. Observance
- May 30.....Memorial Day
- July 4.....Independence Day
- September 5.....Labor Day
- November 24 & 25.....Thanksgiving
- December 23 - 30.....Christmas

| January 2005 | | | | | | | February 2005 | | | | | | | March 2005 | | | | | | |
|------------------|------------------|----|----|----|----|----|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | 1 | 2 | 3 | 4 | 5 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 23 ₃₀ | 24 ₃₁ | 25 | 26 | 27 | 28 | 29 | 27 | 28 | | | | | | 27 | 28 | 29 | 30 | 31 | | |

| April 2005 | | | | | | | May 2005 | | | | | | | June 2005 | | | | | | |
|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

| July 2005 | | | | | | | August 2005 | | | | | | | September 2005 | | | | | | |
|------------------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 24 ₃₁ | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | |

| October 2005 | | | | | | | November 2005 | | | | | | | December 2005 | | | | | | |
|------------------|------------------|----|----|----|----|----|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa | Su | Mo | Tu | We | Th | Fr | Sa |
| | | | | | | 1 | | | 1 | 2 | 3 | 4 | 5 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 ₃₀ | 24 ₃₁ | 25 | 26 | 27 | 28 | 29 | 27 | 28 | 29 | 30 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |

- Staff Holidays
- Pay Dates
- Labor and leave forms due by noon to Payroll Services, SKH 236



| Bi-Weekly Payroll Pay Dates & Pay Periods | | | | | |
|--|-------------|------------|----------|---------------|----------|
| | Form Due | Pay Period | | Check Date | |
| | | From | To | | |
| 1 | 01/06/05 | 12/22/04 | 01/04/05 | | 01/14/05 |
| 2 | 01/20/05 | 01/05/05 | 01/18/05 | | 01/28/05 |
| 3 | 02/03/05 | 01/19/05 | 02/01/05 | | 02/11/05 |
| 4 | 02/17/05 | 02/02/05 | 02/15/05 | | 02/25/05 |
| 5 | 03/03/05 | 02/16/05 | 03/01/05 | | 03/11/05 |
| 6 | 03/17/05 | 03/02/05 | 03/15/05 | | 03/25/05 |
| 7 | 03/31/05 | 03/16/05 | 03/29/05 | | 04/08/05 |
| 8 | 04/14/05 | 03/30/05 | 04/12/05 | | 04/22/05 |
| 9 | 04/28/05 | 04/13/05 | 04/26/05 | | 05/06/05 |
| 10 | 05/12/05 | 04/27/05 | 05/10/05 | | 05/20/05 |
| 11 | 05/25/05 | 05/11/05 | 05/24/05 | | 06/03/05 |
| 12 | 06/09/05 | 05/25/05 | 06/07/05 | | 06/17/05 |
| 13 | 06/23/05 | 06/08/05 | 06/21/05 | | 07/01/05 |
| 14 | 07/07/05 | 06/22/05 | 07/05/05 | | 07/15/05 |
| 15 | 07/21/05 | 07/06/05 | 07/19/05 | | 07/29/05 |
| 16 | 08/04/05 | 07/20/05 | 08/02/05 | | 08/12/05 |
| 17 | 08/18/05 | 08/03/05 | 08/16/05 | | 08/26/05 |
| 18 | 08/31/05 | 08/17/05 | 08/30/05 | | 09/09/05 |
| 19 | 09/15/05 | 08/31/05 | 09/13/05 | | 09/23/05 |
| 20 | 09/28/05 | 09/14/05 | 09/27/05 | | 10/07/05 |
| 21 | 10/13/05 | 09/28/05 | 10/11/05 | | 10/21/05 |
| 22 | 10/27/05 | 10/12/05 | 10/25/05 | | 11/04/05 |
| 23 | 11/10/05 | 10/26/05 | 11/08/05 | | 11/18/05 |
| 24 | 11/22/05 | 11/09/05 | 11/22/05 | | 12/02/05 |
| 25 | 12/08/05 | 11/23/05 | 12/06/05 | | 12/16/05 |
| 26 | 12/14/05 | 12/07/05 | 12/20/05 | | 12/30/05 |
| | | | | | |

LABOR & LEAVE REPORTS

All staff, students and calendar year faculty are required to turn in a Bi-weekly Labor and Leave report.

The leave report should be submitted to your departmental supervisor on the last day of the reporting period. The department must submit the forms to Payroll Services 1 1/2 working days after the reporting period.

To download the leave report in Excel format go to the Payroll Services web page at:

www.uah.edu/admin/payroll

For information on completing the Labor and Leave Report contact your departmental secretary/staff assistant or call Payroll Services at **824-6021**.

Payday is every other Friday. Generally, if payday falls on a University holiday, checks will be issued the last working day before the holiday.

Generally, PAFs must be submitted to the Office of Human Resources two days before BLLRs are due at the Payroll office.

Compliments of:

Benefits & Employee Services - SKH 102.....6640
Human Resources - SKH 102.....6545
Payroll Services - SKH 236.....6021