

Schedule of Bi-Weekly Pay Dates

Staff Holidays

January 2New Year's Day
 January 16.....Martin Luther King, Jr. Observance
 May 29.....Memorial Day
 July 3-4.....Independence Day
 September 4.....Labor Day
 November 23 & 24.....Thanksgiving
 December 22 - 29.....Christmas

- **Staff Holidays**
- **Pay Dates**
- **Labor and leave forms due by 5 p.m. to Payroll Services, SKH 236**



The University of Alabama in Huntsville

January 2006							February 2006							March 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25
29	30	31					26	27	28					26	27	28	29	30	31	

April 2006							May 2006							June 2006							
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	6					1	2	3
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	
23/30	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		

July 2006							August 2006							September 2006						
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
2	3	4	5	6	7	8	6	7	8	9	10	11	12	3	4	5	6	7	8	9
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23
23/30	24/31	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28	29	30

October 2006							November 2006							December 2006						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24/31	25	26	27	28	29	30

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

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