

Schedule of Bi-Weekly Pay Dates

Staff Holidays

January 1New Year's Day
 January 15..... Martin Luther King, Jr. Observance
 March 23...(One Time Only) Spring Break
 May 28.....Memorial Day
 July 4.....Independence Day
 September 3.....Labor Day
 November 22 & 23.....Thanksgiving
 December 24 - 31.....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 2007							February 2007							March 2007						
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					1	2	3					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31

April 2007							May 2007							June 2007						
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	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

July 2007							August 2007							September 2007						
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
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31	23 ₃₀ /24	25	26	27	28	29		

October 2007							November 2007							December 2007						
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					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	23 ₃₀ /24/31	25	26	27	28	29		

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

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