Schedule of Bi-Weekly Pay Dates

Staff Holidays

- January 2 ..............New 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

Pay Dates

Labor and leave forms due by 5 p.m. to Payroll Services, SKH 236

UAH
The University of Alabama in Huntsville
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