

2013 Schedule

of Bi-Weekly

Pay Dates

Staff Holidays

- January 1.....New Year's Day
- January 21.....Martin Luther King, Jr.
Observance
- March 29..... Spring Break
- May 27.....Memorial Day
- July 4.....Independence Day
- September 2.....Labor Day
- November 28 & 29.....Thanksgiving
- December 24 – 31.....Christmas

Staff Holidays

Pay Dates

Labor Reports & WTE are due.



<p style="text-align: center;">January 2013</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;">February 2013</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			<p style="text-align: center;">March 2013</p> <table border="1"> <tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
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Bi-Weekly Payroll

Pay Dates & Pay Periods

	WTE	Pay Period		Check Date
	Due by 12:01 P.M. on:	From	To	
1	12/14/12	12/12/12	12/25/12	01/04/13
2	01/10/13	12/26/12	01/08/13	01/18/13
3	01/24/13	01/09/13	01/22/13	02/01/13
4	02/07/13	01/23/13	02/05/13	02/15/13
5	02/21/13	02/06/13	02/19/13	03/01/13
6	03/07/13	02/20/13	03/05/13	03/15/13
7	03/20/13	03/06/13	03/19/13	03/28/13
8	04/04/13	03/20/13	04/02/13	04/12/13
9	04/18/13	04/03/13	04/16/13	04/26/13
10	05/02/13	04/17/13	04/30/13	05/10/13
11	05/16/13	05/01/13	05/14/13	05/24/13
12	05/30/13	05/15/13	05/28/13	06/07/13
13	06/13/13	05/29/13	06/11/13	06/21/13
14	06/26/13	06/12/13	06/25/13	07/05/13
15	07/11/13	06/26/13	07/09/13	07/19/13
16	07/25/13	07/10/13	07/23/13	08/02/13
17	08/08/13	07/24/13	08/06/13	08/16/13
18	08/22/13	08/07/13	08/20/13	08/30/13
19	09/05/13	08/21/13	09/03/13	09/13/13
20	09/19/13	09/04/13	09/17/13	09/27/13
21	10/03/13	09/18/13	10/01/13	10/11/13
22	10/17/13	10/02/13	10/15/13	10/25/13
23	10/31/13	10/16/13	10/29/13	11/08/13
24	11/12/13	10/30/13	11/12/13	11/20/13
25	11/28/13	11/13/13	11/26/13	12/06/13
26	12/09/13	11/27/13	12/10/13	12/20/13

LABOR REPORTS

All employees charging to a Contract, Grant or Cost Share org code, or have a change to their labor distribution are required to turn in a Labor Report to the Payroll Office. Labor Reports are due at the same time as web time entry on Thursday at 12:01 P.M.

To download the Labor Report go to the Payroll Services web page at:

www.uah.edu/admin/payroll.

If you have questions, please contact the Payroll Office at 256-824-6021.

PAFs

Generally, PAFs must be submitted to the Office of Human Resources two days before Labor Reports and WTE are due.