

# Schedule of Bi-Weekly Pay Dates

## Staff Holidays

- January 1 . . . . . New Year's Day
- January 18 . . . . . Martin Luther King, Jr. Observance
- March 19 . . . . . Spring Break
- May 31 . . . . . Memorial Day
- July 5 . . . . . Independence Day
- September 6 . . . . . Labor Day
- November 25-26 . . . . . Thanksgiving Day
- December 24-31 . . . . . Christmas

- Staff Holidays
- Pay Dates
- Labor Reports are due by 5 p.m. to the Budget Office, MDH 221. Timesheets are due by 5 p.m. to Payroll Services, SKH 151.

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

# LABOR REPORTS & TIMESHEETS

All staff, students and calendar year faculty not on Web Time Entry are required to turn in a Bi-weekly Timesheet to Payroll. 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 Budget Office. The reports should be submitted to your departmental supervisor on the last day of the reporting period unless an early submission is scheduled.

To download the Labor Report and Timesheet, go to the Payroll Services web page at: [www.uah.edu/admin/payroll](http://www.uah.edu/admin/payroll).

For information on completing the Labor Report and Timesheet, contact your departmental secretary/staff assistant. You may also call Payroll Services at 824-6021 for information on the Timesheet, and the Budget office at 824-2242 for information on the Labor Report.

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 Labor Reports and Timesheets are due.