

August 2009

August 2009						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Employee Signed LOA's for August pay due in HR	4	5	6	7 Wage documents for September 10 th pay due to Budget	8
9	10 Pink Sheets for August 25th pay due to Payroll	11	12	13 Payroll Deadline for August Pay	14 LOA's for <u>Identified Instructors</u> for Sept pay due to Budget	15 Employee signed wage documents for September 10 th pay due in HR 
16	17	18	19	20	21 <u>Last Day</u> to submit Sept pay contracts to Budget	22 Wage documents for September 25 th pay due to Budget 
23	24	25 Pink Sheets for September 10th pay due to Payroll	26	27	28 Employee signed wage documents for September 25 th pay due in HR	29
30	31 First Day of Fall 2009 Classes					

September 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4 Employee Signed LOA's for September pay due in HR	5 Wage documents for October 9 th pay due to Budget ←
6	7 	8	9	10 Pink Sheets for September 25 th pay due to Payroll	11 Instruction related LOAs for October pay due to Budget	12
13	14 Payroll Deadline for September Pay	15	16	17 Wage documents for October 23 rd pay due to Budget	18 Non-Instruction related LOAs for October pay due to Budget	19 Employee signed wage documents for October 9 th pay due in HR ←
20	21	22	23	24	25 Pink Sheets for October 9 th pay due to Payroll	26
27	28	29	30			

October 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Employee Signed Wage Documents for October 23 rd Pay Due to HR	2 Employee Signed LOA's for October pay due in HR	3
4	5	6 Wage contracts for November 10 th Pay Due to Budget	7	8	9 Pink Sheets for October 23 rd pay due to Payroll	10
11	12	13 Payroll Deadline for October Pay	14 Employee Signed Wage Documents for November 10 th Pay Due to HR	15	16 LOAs for November pay due to Budget	17
18	19	20	21 Wage contracts for November 25 th Pay Due to Budget	22	23 Pink Sheets for November 10 th pay due to Payroll	24
25	26	27	28	29	30 	31 

November 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Employee Signed Wage Documents for November 25 th Pay Due to HR 	2 Employee Signed LOA's for November pay due in HR	3	4	5	6	7
8	9 Wage contracts for December 10 th Pay Due to Budget	10 Pink Sheets for November 25 th pay due to Payroll	11 	12 Payroll Deadline for November Pay	13	14
15	16 LOAs for December pay due to Budget	17 Employee Signed Wage Documents for December 10 th Pay Due to HR	18	19	20	21
22	23 Wage contracts for December 24 th Pay Due to Budget	24	25 Pink Sheets for December 10 th pay due to Payroll	26 	27 	28
29	30					

December 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Employee Signed Wage Documents for December 24 th Pay Due to HR	2	3	4 Employee Signed LOA's for December pay due in HR	5
6	7 Wage contracts for January 8 th Pay Due to Budget	8	9	10 Pink Sheets for December 24 th pay due to Payroll	11	12
13	14 Payroll Deadline for December Pay	15 Employee Signed Wage Documents for January 8 th Pay Due to HR	16	17	18	19
20	21	22	23	24 Pink Sheets for January 8 th pay due to Payroll	25 	26
27	28	29	30	31		