2013
Bi-Weekly HR/Payroll Schedule

In order to process **HR/Payroll** changes, adjustments and or additions. All paper work must be submitted by the date listed below.	Paychecks/Direct Deposit notices will be available on the date listed below.
January 2, 2013	January 4, 2013
January 14, 2013	January 18, 2013
January 28, 2013	February 1, 2013
February 11, 2013	February 15, 2013
February 25, 2013	March 1, 2013
March 11, 2013	March 15, 2013
March 22, 2013	March 28, 2013 Early Payroll (Good Friday)
April 8, 2013	April 12, 2013
April 22, 2013	April 26, 2013
May 6, 2013	May 10, 2013
May 20, 2013	May 24, 2013
June 3, 2013	June 7, 2013
June 17, 2013	June 21, 2013
June 28, 2013	July 3, 2013 Early Payroll (Independence Day)
July 15, 2013	July 19, 2013
July 29, 2013	August 2, 2013
August 12, 2013	August 16, 2013
August 26, 2013	August 30, 2013
September 9, 2013	September 18, 2013
September 23, 2013	September 27, 2013
October 4, 2013	October 9, 2013 Early Payroll (Fall Break)
October 21, 2013	October 25, 2013
November 4, 2013	November 08, 2013
November 11, 2013	November 15, 2013 Early Payroll (Thanksgiving Break)
December 2, 2013	December 6, 2013
December 9, 2013	December 13, 2013 Early Payroll (Winter Break)

Timesheets must be submitted to the Payroll Office by 10:00 am on Monday the week of the pay period.

The Office of Human Resources and Payroll are here to assist Faculty, Staff and Students in an efficient and timely manner. However, in order to process paychecks/direct deposit notifications we must have the necessary paper work in the Office of Human Resources and or Payroll by the time and date listed above. Failure to comply with the designated HR/Payroll processing dates may result in a delay of processing your HR/Payroll request.

Please direct all Payroll related questions to Robert Ladd 329-8522
Please direct all HR related questions to Veronica Winford 329-8717

We appreciate your assistance and cooperation
JaCenda R. Davidson, Ed.D. - Director of Human Resources
Nekia Wilson - Human Resources Administrative Assistant