2013 Monthly Work Study
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 8, 2013
February 1, 2013	February 7, 2013
March 1, 2013	March 6, 2013 Early Payroll (Spring Break)
April 1, 2013	April 5, 2013
May 1, 2013	May 7, 2013
June 3, 2013	June 7, 2013
July 1, 2013	July 3, 2013 Early Payroll (Independence Day)
August 1, 2013	August 7, 2013
September 3, 2013	September 9, 2013
October 1, 2013	October 7, 2013
November 1, 2013	November 7, 2013
December 2, 2013	December 6, 2013

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 notices we must have the necessary paper work in the Office of Human Resources by the date listed above. Failure to comply with the designated HR/Payroll processing dates may result in a delay of processing your HR/Payroll change request. Pay Dates are subject to change.

Timesheets must be submitted to the Payroll Office by 10:00 am on the last working day of the month before the pay period.

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