

2011 PAYROLL DATES

BI-WEEKLY PAYROLL

MONTHLY PAYROLL

BI-WEEKLY PAYROLL					MONTHLY PAYROLL					
Period Start	Period End	Non- Timesheet Paperwork due	Timesheets Due	Check Date	Health Dental SupplLife HCRA DCRA	Period Start	Period End	Non- Timesheet Paperwork Due	Prior Months Leave Records Due	Check Date
2010						2010				
Sun, Dec 05, 10	Sat, Dec 18, 10	Wed, Dec 15, 10	Fri, Dec 17, 10	Thu, Dec 23, 10 *	DED	Wed, Dec 01, 10	Fri, Dec 31, 10	Fri, Dec 03, 10	Fri, Dec 03, 10	Mon, Dec 20, 10
2011						2011				
Sun, Dec 19, 10	Sat, Jan 01, 11	Wed, Dec 22, 10	Mon, Jan 03, 11	Fri, Jan 07, 11 *	DED	Sat, Jan 01, 11	Mon, Jan 31, 11	Wed, Jan 05, 11	Thu, Dec 23, 10	Thu, Jan 20, 11 **
Sun, Jan 02, 11	Sat, Jan 15, 11	Wed, Jan 12, 11	Mon, Jan 17, 11	Fri, Jan 21, 11	DED	Tue, Feb 01, 11	Mon, Feb 28, 11	Fri, Feb 04, 11	Fri, Feb 04, 11	Fri, Feb 18, 11
Sun, Jan 16, 11	Sat, Jan 29, 11	Wed, Jan 26, 11	Mon, Jan 31, 11	Fri, Feb 04, 11	DED	Tue, Mar 01, 11	Thu, Mar 31, 11	Fri, Mar 04, 11	Fri, Mar 04, 11	Fri, Mar 18, 11
Sun, Jan 30, 11	Sat, Feb 12, 11	Wed, Feb 09, 11	Mon, Feb 14, 11	Fri, Feb 18, 11	DED	Fri, Apr 01, 11	Sat, Apr 30, 11	Tue, Apr 05, 11	Tue, Apr 05, 11	Wed, Apr 20, 11
Sun, Feb 13, 11	Sat, Feb 26, 11	Wed, Feb 23, 11	Mon, Feb 28, 11	Fri, Mar 04, 11	DED	Sun, May 01, 11	Tue, May 31, 11	Thu, May 05, 11	Thu, May 05, 11	Fri, May 20, 11
Sun, Feb 27, 11	Sat, Mar 12, 11	Wed, Mar 09, 11	Mon, Mar 14, 11	Fri, Mar 18, 11	DED	Wed, Jun 01, 11	Thu, Jun 30, 11	Fri, Jun 03, 11	Fri, Jun 03, 11	Mon, Jun 20, 11
Sun, Mar 13, 11	Sat, Mar 26, 11	Wed, Mar 23, 11	Mon, Mar 28, 11	Fri, Apr 01, 11	DED	Fri, Jul 01, 11	Sun, Jul 31, 11	Tue, Jul 05, 11	Tue, Jul 05, 11	Wed, Jul 20, 11
Sun, Mar 27, 11	Sat, Apr 09, 11	Wed, Apr 06, 11	Mon, Apr 11, 11	Fri, Apr 15, 11	DED	Mon, Aug 01, 11	Wed, Aug 31, 11	Fri, Aug 05, 11	Fri, Aug 05, 11	Fri, Aug 19, 11
Sun, Apr 10, 11	Sat, Apr 23, 11	Wed, Apr 20, 11	Mon, Apr 25, 11	Fri, Apr 29, 11	-	Thu, Sep 01, 11	Fri, Sep 30, 11	Mon, Sep 05, 11	Mon, Sep 05, 11	Tue, Sep 20, 11
Sun, Apr 24, 11	Sat, May 07, 11	Wed, May 04, 11	Mon, May 09, 11	Fri, May 13, 11	DED	Sat, Oct 01, 11	Mon, Oct 31, 11	Wed, Oct 05, 11	Wed, Oct 05, 11	Thu, Oct 20, 11
Sun, May 08, 11	Sat, May 21, 11	Wed, May 18, 11	Mon, May 23, 11	Fri, May 27, 11	DED	Tue, Nov 01, 11	Wed, Nov 30, 11	Fri, Nov 04, 11	Fri, Nov 04, 11	Fri, Nov 18, 11
Sun, May 22, 11	Sat, Jun 04, 11	Wed, Jun 01, 11	Mon, Jun 06, 11	Fri, Jun 10, 11	DED	Thu, Dec 01, 11	Sat, Dec 31, 11	Mon, Dec 05, 11	Mon, Dec 05, 11	Tue, Dec 20, 11
Sun, Jun 05, 11	Sat, Jun 18, 11	Wed, Jun 15, 11	Mon, Jun 20, 11	Fri, Jun 24, 11	DED	2012				
Sun, Jun 19, 11	Sat, Jul 02, 11	Wed, Jun 29, 11	Fri, Jul 01, 11	Fri, Jul 08, 11	DED	Sun, Jan 01, 12	Tue, Jan 31, 12	Thu, Jan 05, 12	Fri, Dec 23, 11	Fri, Jan 20, 12 **
Sun, Jul 03, 11	Sat, Jul 16, 11	Wed, Jul 13, 11	Mon, Jul 18, 11	Fri, Jul 22, 11	DED	**December Monthly Leave Records are due early in order to process the Y/E PTO rollover.				
Sun, Jul 17, 11	Sat, Jul 30, 11	Wed, Jul 27, 11	Mon, Aug 01, 11	Fri, Aug 05, 11	DED					
Sun, Jul 31, 11	Sat, Aug 13, 11	Wed, Aug 10, 11	Mon, Aug 15, 11	Fri, Aug 19, 11	DED					
Sun, Aug 14, 11	Sat, Aug 27, 11	Wed, Aug 24, 11	Mon, Aug 29, 11	Fri, Sep 02, 11	DED					
Sun, Aug 28, 11	Sat, Sep 10, 11	Wed, Sep 07, 11	Mon, Sep 12, 11	Fri, Sep 16, 11	DED					
Sun, Sep 11, 11	Sat, Sep 24, 11	Wed, Sep 21, 11	Mon, Sep 26, 11	Fri, Sep 30, 11	-					
Sun, Sep 25, 11	Sat, Oct 08, 11	Wed, Oct 05, 11	Mon, Oct 10, 11	Fri, Oct 14, 11	DED					
Sun, Oct 09, 11	Sat, Oct 22, 11	Wed, Oct 19, 11	Mon, Oct 24, 11	Fri, Oct 28, 11	DED					
Sun, Oct 23, 11	Sat, Nov 05, 11	Wed, Nov 02, 11	Fri, Nov 04, 11	Thu, Nov 10, 11	DED					
Sun, Nov 06, 11	Sat, Nov 19, 11	Wed, Nov 16, 11	Fri, Nov 18, 11	Fri, Nov 25, 11	DED					
Sun, Nov 20, 11	Sat, Dec 03, 11	Wed, Nov 30, 11	Mon, Dec 05, 11	Fri, Dec 09, 11	DED					
Sun, Dec 04, 11	Sat, Dec 17, 11	Wed, Dec 14, 11	Mon, Dec 19, 11	Fri, Dec 23, 11	DED					
2012										
Sun, Dec 18, 11	Sat, Dec 31, 11	Wed, Dec 21, 11	Fri, Dec 23, 11	Fri, Jan 06, 12 *	DED					

*Bi-weekly payroll processing will be accelerated due to the Christmas break.

BI-WEEKLY PAYROLL NOTES

- All time is rounded to the nearest quarter-of-an-hour (.25, .5, .75, .0).
- Pay checks are distributed every other Friday.
- Look for HR emails announcing up-coming deadlines and details related to each pay period.
- Timesheets are due by noon on the Monday after a Period End Date.
- Timesheets for regular employees can be sent electronically to vripley@smcvt.edu and mengel@smcvt.edu as long as the supervisor is cc'd or is sent by supervisor.
- Pay periods begin on Sunday and end on Saturday; overtime is paid when 40 hours is reached for all hours worked during this seven day period. **Compensatory time is never allowed !**