

2012 PAYROLL DATES

BI-WEEKLY PAYROLL

MONTHLY PAYROLL

Period Start	Period End	Non- Timesheet Paperwork due	Timesheets Due	Check Date	GYM1 Health Dental SuppLife HCRA DCRA	Period Start	Period End	Non- Timesheet Paperwork Due	Prior Months Leave Records Due	Check Date
2011						2011				
Sun, Dec 04, 11	Sat, Dec 17, 11	Wed, Dec 14, 11	Mon, Dec 19, 11	Fri, Dec 23, 11	DED	Thu, Dec 01, 11	Sat, Dec 31, 11	Mon, Dec 05, 11	Mon, Dec 05, 11	Tue, Dec 20, 11
2012						2012				
Sun, Dec 18, 11	Sat, Dec 31, 11	Wed, Dec 21, 11	Fri, Dec 23, 11	Fri, Jan 06, 12 *	DED	Sun, Jan 01, 12	Tue, Jan 31, 12	Thu, Jan 05, 12	Fri, Dec 23, 11	Fri, Jan 20, 12 **
Sun, Jan 01, 12	Sat, Jan 14, 12	Wed, Jan 11, 12	Mon, Jan 16, 12	Fri, Jan 20, 12	DED	Wed, Feb 01, 12	Wed, Feb 29, 12	Fri, Feb 03, 12	Fri, Feb 03, 12	Mon, Feb 20, 12
Sun, Jan 15, 12	Sat, Jan 28, 12	Wed, Jan 25, 12	Mon, Jan 30, 12	Fri, Feb 03, 12	DED	Thu, Mar 01, 12	Sat, Mar 31, 12	Mon, Mar 05, 12	Mon, Mar 05, 12	Tue, Mar 20, 12
Sun, Jan 29, 12	Sat, Feb 11, 12	Wed, Feb 08, 12	Mon, Feb 13, 12	Fri, Feb 17, 12	DED	Sun, Apr 01, 12	Mon, Apr 30, 12	Tue, Apr 05, 11	Tue, Apr 05, 11	Fri, Apr 20, 12
Sun, Feb 12, 12	Sat, Feb 25, 12	Wed, Feb 22, 12	Mon, Feb 27, 12	Fri, Mar 02, 12	DED	Tue, May 01, 12	Thu, May 31, 12	Fri, May 04, 12	Fri, May 04, 12	Fri, May 18, 12
Sun, Feb 26, 12	Sat, Mar 10, 12	Wed, Mar 07, 12	Mon, Mar 12, 12	Fri, Mar 16, 12	DED	Fri, Jun 01, 12	Sat, Jun 30, 12	Tue, Jun 05, 12	Tue, Jun 05, 12	Wed, Jun 20, 12
Sun, Mar 11, 12	Sat, Mar 24, 12	Wed, Mar 21, 12	Mon, Mar 26, 12	Fri, Mar 30, 12	-	Sun, Jul 01, 12	Tue, Jul 31, 12	Thu, Jul 05, 12	Thu, Jul 05, 12	Fri, Jul 20, 12
Sun, Mar 25, 12	Sat, Apr 07, 12	Wed, Apr 04, 12	Mon, Apr 09, 12	Fri, Apr 13, 12	DED	Wed, Aug 01, 12	Fri, Aug 31, 12	Fri, Aug 03, 12	Fri, Aug 03, 12	Mon, Aug 20, 12
Sun, Apr 08, 12	Sat, Apr 21, 12	Wed, Apr 18, 12	Mon, Apr 23, 12	Fri, Apr 27, 12	DED	Sat, Sep 01, 12	Sun, Sep 30, 12	Wed, Sep 05, 12	Wed, Sep 05, 12	Thu, Sep 20, 12
Sun, Apr 22, 12	Sat, May 05, 12	Wed, May 02, 12	Mon, May 07, 12	Fri, May 11, 12	DED	Mon, Oct 01, 12	Wed, Oct 31, 12	Fri, Oct 05, 12	Fri, Oct 05, 12	Fri, Oct 19, 12
Sun, May 06, 12	Sat, May 19, 12	Wed, May 16, 12	Mon, May 21, 12	Fri, May 25, 12	DED	Thu, Nov 01, 12	Fri, Nov 30, 12	Mon, Nov 05, 12	Mon, Nov 05, 12	Tue, Nov 20, 12
Sun, May 20, 12	Sat, Jun 02, 12	Wed, May 30, 12	Mon, Jun 04, 12	Fri, Jun 08, 12	DED	Sat, Dec 01, 12	Mon, Dec 31, 12	Wed, Dec 05, 12	Wed, Dec 05, 12	Thu, Dec 20, 12
Sun, Jun 03, 12	Sat, Jun 16, 12	Wed, Jun 13, 12	Mon, Jun 18, 12	Fri, Jun 22, 12	DED	2013				
Sun, Jun 17, 12	Sat, Jun 30, 12	Wed, Jun 27, 12	Mon, Jul 02, 12	Fri, Jul 06, 12	DED	Tue, Jan 01, 13	Thu, Jan 31, 13	Fri, Dec 21, 12	Fri, Dec 21, 12	Fri, Jan 18, 13 **
Sun, Jul 01, 12	Sat, Jul 14, 12	Wed, Jul 11, 12	Mon, Jul 16, 12	Fri, Jul 20, 12	DED	**December Monthly Leave Records are due early in order to process the Y/E PTO rollover.				
Sun, Jul 15, 12	Sat, Jul 28, 12	Wed, Jul 25, 12	Mon, Jul 30, 12	Fri, Aug 03, 12	DED					
Sun, Jul 29, 12	Sat, Aug 11, 12	Wed, Aug 08, 12	Mon, Aug 13, 12	Fri, Aug 17, 12	DED					
Sun, Aug 12, 12	Sat, Aug 25, 12	Wed, Aug 22, 12	Mon, Aug 27, 12	Fri, Aug 31, 12	-					
Sun, Aug 26, 12	Sat, Sep 08, 12	Wed, Sep 05, 12	Mon, Sep 10, 12	Fri, Sep 14, 12	DED					
Sun, Sep 09, 12	Sat, Sep 22, 12	Wed, Sep 19, 12	Mon, Sep 24, 12	Fri, Sep 28, 12	DED					
Sun, Sep 23, 12	Sat, Oct 06, 12	Wed, Oct 03, 12	Mon, Oct 08, 12	Fri, Oct 12, 12	DED					
Sun, Oct 07, 12	Sat, Oct 20, 12	Wed, Oct 17, 12	Mon, Oct 22, 12	Fri, Oct 26, 12	DED					
Sun, Oct 21, 12	Sat, Nov 03, 12	Wed, Oct 31, 12	Mon, Nov 05, 12	Fri, Nov 09, 12	DED					
Sun, Nov 04, 12	Sat, Nov 17, 12	Wed, Nov 14, 12	Mon, Nov 19, 12	Fri, Nov 23, 12	DED					
Sun, Nov 18, 12	Sat, Dec 01, 12	Wed, Nov 28, 12	Mon, Dec 03, 12	Fri, Dec 07, 12	DED					
Sun, Dec 02, 12	Sat, Dec 15, 12	Wed, Dec 12, 12	Mon, Dec 17, 12	Fri, Dec 21, 12	DED					
2013										
Sun, Dec 16, 12	Sat, Dec 29, 12	Wed, Dec 19, 12	Fri, Dec 21, 12	Fri, Jan 04, 13 *	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 !**