

November 2009				
Monday	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>2</p> <p>All Job Data entry keyed before 5:00 for ppe 10/31/09</p> <p>Time & Leave entry by 5:00 p.m. for PPE 10/31/09</p> <p><u>1st Pay Calc runs at 5:00 pm</u></p> <p>ALL paperwork for 1st Supplemental due in Payroll by 12:00 Noon</p>	<p>3</p> <p>2nd Pay Calc at 5:00 pm</p>	<p>4</p> <p>3rd Pay Calc at 12:00pm</p> <p><u>last time to enter time in HRSA before noon</u></p> <p>Final Calc run at 3:00 pm</p> <p>All funding changes Keyed by 11:00 a.m. for ppe 10/31/09</p> <p>NO HRSA Access/Entry after 3:00 during final</p>	<p>5</p>	<p>6</p> <p>Timesheets available on-line for PPE 11/14/09</p> <p>Payroll Newsletter available on-line www.payroll.ku.edu</p>
<p>9</p> <p>All paperwork for the 2nd supp due by 12:00 pm</p>	<p>10</p> <p>All NEW HIRE employee COMPLETED paperwork due in payroll by 5:00 pm for PPE 11/14/09</p>	<p>11</p> <p>HOLIDAY</p>	<p>12</p> <p>ALL paperwork for 1st Supplemental due in Payroll by 12:00 Noon</p>	<p>13</p> <p>Paycheck for ppe 10/18/09 – 10/31/09</p> <p>Timesheets for payroll to key due by 5:00 pm for ppe 11/14/09</p> <p>All Job Data entry keyed before 5:00 for ppe 11/14/09</p> <p>Time & Leave entry by 5:00 p.m. for PPE 11/14/09</p> <p><u>1st Pay Calc runs at 5:00 pm</u></p>
<p>16</p> <p>2nd Pay Calc at 12:00pm</p> <p><u>last time to enter time in HRSA before noon</u></p> <p>Final Calc run at 3:00 pm</p> <p>All funding changes Keyed by 11:00 a.m. for ppe 11/14/09</p> <p>NO HRSA Access/Entry after 3:00 during final</p>	<p>17</p>	<p>18</p>	<p>19</p>	<p>20</p> <p>Timesheets available on-line for PPE 11/28/09</p> <p>Payroll Newsletter available on-line www.payroll.ku.edu</p>
<p>23</p> <p>All paperwork for the 2nd supp due by 12:00 pm</p>	<p>24</p> <p>All NEW HIRE employee COMPLETED paperwork due in payroll by 5:00 pm for PPE 11/28/09</p>	<p>25</p> <p>Paycheck for ppe 11/01/09 – 11/14/09</p> <p>Timesheets for payroll to key due by 5:00 pm for ppe 11/28/09</p>	<p>26</p> <p>HOLIDAY</p>	<p>27</p> <p>HOLIDAY</p>
<p>30</p> <p>All Job Data entry keyed before 5:00 for ppe 11/28/09</p> <p>Time & Leave entry by 5:00 p.m. for PPE 11/28/09</p> <p><u>1st Pay Calc runs at 5:00 pm</u></p>				