

December 2009				
Monday	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 2nd Pay Calc at 5:00 pm	2 3rd Pay Calc at 12:00pm <u>last time to enter time in HRSA before noon</u> Final Calc run at 3:00 pm All funding changes Keyed by 11:00 a.m. for ppe 11/28/09 NO HRSA Access/Entry after 3:00 during final	3	4 Timesheets available on-line for PPE 12/12/09 Payroll Newsletter available on-line www.payroll.ku.edu
7 All paperwork for the 2nd supp due by 12:00 pm	8	9 All NEW HIRE employee <u>COMPLETED</u> paperwork due in payroll by 5:00 pm for PPE 12/12/09	10	11 Paycheck for ppe 11/15/09 – 11/28/09 Timesheets for payroll to key due by 5:00 pm for ppe 12/12/09
14 All Job Data entry keyed before 5:00 for ppe 12/12/09 Time & Leave entry by 5:00 p.m. for PPE 12/12/09 <u>1st Pay Calc runs at 5:00 pm</u> 1 st Supplemental paperwork due in payroll by 12:00 pm	15 2nd Pay Calc at 12:00pm <u>last time to enter time in HRSA before noon</u> Final Calc run at 3:00 pm All funding changes Keyed by 11:00 a.m. for ppe 12/12/09 NO HRSA Access/Entry after 3:00 during final	16	17	18 Timesheets available on-line for PPE 12/26/09 Payroll Newsletter available on-line www.payroll.ku.edu
21	22	23 All NEW HIRE employee <u>COMPLETED</u> paperwork due in payroll by 5:00 pm for PPE 12/26/09	24 Paycheck for ppe 11/29/09 – 12/212/09 Timesheets for payroll to key due by 5:00 pm for ppe 12/26/09	25 HOLIDAY
28 All Job Data entry keyed before 5:00 for ppe 12/26/09 Time & Leave entry by 5:00 p.m. for PPE 12/26/09 <u>1st Pay Calc runs at 5:00 pm</u> 1 st Supplemental paperwork due in payroll by 12:00 pm	29 2nd Pay Calc at 12:00pm <u>last time to enter time in HRSA before noon</u> Final Calc run at 3:00 pm All funding changes Keyed by 11:00 a.m. for ppe 12/26/09 NO HRSA Access/Entry after 3:00 during final	30	31	