

November 2008 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	TL Appr Deadline: Weekly (11/7) TL Appr Deadline: Biweekly (11/7)	3	4	5	6	7
		Payroll Open/Close: Weekly (11/7) Payroll Open/Close: Biweekly (11/7)	Absence Reporting Deadline	TL Rpt Deadline: Weekly (11/14) Payroll Opens: TchFell (11/14) Absence Approval Deadline Absence Take Cycle	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/14) Payroll Closes: TchFell (11/14)	8
9	Payroll Open/Close: Weekly (11/14)	10	11	12	13	14
		Veteran's Day		Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (11/21) TL Rpt Deadline: Biweekly (11/21) Check Date: Teaching Fellows Absence Approval Deadline Absence Take and Accrual Cycle	15
16	TL Appr Deadline: Weekly (11/21) TL Appr Deadline: Biweekly (11/21) File Deadline: Stipend (12/01)	17	18	19	20	21
		Payroll Open/Close: Weekly (11/21) Payroll Open/Close: Biweekly (11/21) Absence Reporting Deadline	TL Rpt Deadline: Weekly (11/26) Payroll Open: Monthly (11/26) Absence Approval Deadline Absence Take Cycle	TL Appr Deadline: Weekly (11/26) Payroll Close: Monthly (11/26)	Check Date: Weekly Check Date: Biweekly Payroll Open/Close: Weekly (11/26)	22
23	Payroll Open: Stipend (12/01)	24	25	26	27	28
		Payroll Close: Stipend (12/01) Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (12/5) TL Rpt Deadline: Biweekly (12/5) Check Date: Monthly Absence Approval Deadline Absence Take Cycle			29
30						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2008 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	TL Appr Deadline: Weekly (12/5) TL Appr Deadline: Biweekly (12/5) Check Date: Stipend	Payroll Open/Close: Weekly (12/5) Payroll Open/Close: Biweekly (12/5)		File Deadline: Stipend (12/23) Payroll Opens: TchFell (12/15) Absence Report	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (12/12) Payroll Closes: TchFell (12/15) Absence Approve Absence Take File (12/06)	
7	8	9	10	11	12	13
	TL Appr Deadline: Weekly (12/12)	Payroll Open/Close: Weekly (12/12)	Payroll Open: Monthly (12/23)	Payroll Open: Stipend (12/23) Payroll Close: Monthly (12/23) Absence Report	Check Date: Weekly TL Rpt Deadline: Weekly (12/19) TL Rpt Deadline: Biweekly (12/19) Payroll Close: Stipend (12/23) Absence Approve Absence Take File (12/13)	
14	15	16	17	18	19	20
	TL Appr Deadline: Weekly (12/19) TL Appr Deadline: Biweekly (12/19) Check Date: Teaching Fellows	Payroll Open/Close: Weekly (12/19) Payroll Open/Close: Biweekly (12/19)	TL Rpt Deadline: Weekly (12/24) Absence Approve (12/20) Absence Take File (12/20)	TL Appr Deadline: Weekly (12/24)	Check Date: Weekly Check Date: BiWeekly Payroll Open/Close: Weekly (12/24) Absence Report (12/27)	
21	22	23	24	25	26	27
	<i>Optional for TUBs</i> TL Rpt Deadline: Weekly (1/2) TL Rpt Deadline: Biweekly (1/2) Absence Approve (12/27) Absence Take File (12/27)	<i>Optional for TUBs</i> TL Appr Deadline: Weekly (1/2) TL Appr Deadline: Biweekly (1/2) Check Date: Monthly Check Date: Stipend	Check Date: Weekly Holiday - 1/2 Day Christmas Eve	Holiday - Christmas Day TL Rpt Deadline: Weekly (1/2) TL Rpt Deadline: Biweekly (1/2)	Winter Recess TL Appr Deadline: Weekly (1/2) TL Appr Deadline: Biweekly (1/2)	
28	29	30	31	1	2	
	Winter Recess Payroll Open/Close: Weekly (1/2) Payroll Open/Close: Biweekly (1/2)	Winter Recess	Winter Recess	Absence Report	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (1/9) Absence Approve Absence Take File (01/03)	
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change				

January 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Holiday - New Years Day 1 Absence Reporting Deadline	2 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (1/9) Absence Approval Deadline	3
4	TL Appr Deadline: Weekly (1/9)	5	6	7	8	9
		Payroll Open/Close: Weekly (1/9)			Absence Reporting Deadline	10
11	TL Appr Deadline: Weekly (1/16) TL Appr Deadline: Biweekly (1/16) Payroll Closes: TchFell (1/15)	12	13	14	15	16
		Payroll Open/Close: Weekly (1/16) Payroll Open/Close: Biweekly (1/16)	File Deadline: Stipend	Check Date: Teaching Fellows TL Rpt Deadline: Weekly (1/23)	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (1/23)	17
			Absence Reporting Deadline	Absence Approval Deadline Absence Take Cycle	Absence Accrual Cycle	
18	Martin Luther King Day	19	20	21	22	23
		Payroll Open/Close: Weekly (1/23)		24	25	26
			Payroll Opens: Monthly (1/30)	Payroll Closes: Monthly (1/30) Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (1/30) TL Rpt Deadline: Biweekly (1/30) Payroll Open: Stipend (1/30) Absence Approval Deadline Absence Take Cycle	34
25	TL Appr Deadline: Weekly (1/30) TL Appr Deadline: Biweekly (1/30) Payroll Close: Stipend (1/30)	26	27	28	29	30
		Payroll Open/Close: Weekly (1/30) Payroll Open/Close: Biweekly (1/30)		Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (2/6) Check Date: Stipend Check Date: Monthly Absence Approval Deadline Absence Take Cycle	31

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

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February 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 TL Appr Deadline: Weekly (2/6)	3 Payroll Open/Close: Weekly (2/6)	4	5 Absence Reporting Deadline	6 Check Date: Weekly TL Rpt Deadline: Weekly (2/13) TL Rpt Deadline: Biweekly (2/13) Payroll Opens: TchFell (2/13) Absence Approval Deadline Absence Take Cycle	7
8	9 TL Appr Deadline: Weekly (2/13) TL Appr Deadline: Biweekly (2/13) Payroll Closes: TchFell (2/13)	10 Payroll Open/Close: Weekly (2/13) Payroll Open/Close: Biweekly (2/13) File Deadline: Stipend	11 Absence Reporting Deadline	12 TL Rpt Deadline: Weekly (2/20) Absence Approval Deadline Absence Take Cycle	13 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (2/20) Check Date: Teaching Fellows	14
15	16 Presidents Day	17 Payroll Open/Close: Weekly (2/20) Absence Accrual Cycle	18	19 Payroll Opens: Monthly (2/27) Absence Reporting Deadline	20 Check Date: Weekly TL Rpt Deadline: Weekly (2/27) TL Rpt Deadline: Biweekly (2/27) Payroll Open: Stipend (2/27) Payroll Closes: Monthly (2/27) Absence Approval Deadline Absence Take Cycle	21
22	23 TL Appr Deadline: Weekly (2/27) TL Appr Deadline: Biweekly (2/27) Payroll Close: Stipend (2/27)	24 Payroll Open/Close: Weekly (2/27) Payroll Open/Close: Biweekly (2/27)	25	26 Absence Reporting Deadline	27 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (3/6) Check Date: Stipend Check Date: Monthly Absence Approval Deadline Absence Take Cycle	28

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

March 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
	TL Appr Deadline: Weekly (3/6)	Payroll Open/Close: Weekly (3/6)		Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (3/13) TL Rpt Deadline: Biweekly (3/13) Payroll Opens: TchFell (3/13) Absence Approval Deadline Absence Take Cycle	
8	9	10	11	12	13	14
	TL Appr Deadline: Weekly (3/13) TL Appr Deadline: Biweekly (3/13) Payroll Closes: TchFell (3/13)	Payroll Open/Close: Weekly (3/13) Payroll Open/Close: Biweekly (3/13)		Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (3/20) Check Date: Teaching Fellows Absence Approval Deadline Absence Take Cycle	
15	16	17	18	19	20	21
	TL Appr Deadline: Weekly (3/20) Absence Accrual Cycle	Payroll Open/Close: Weekly (3/20)		File Deadline: Stipend Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (3/27) TL Rpt Deadline: Biweekly (3/27) Payroll Opens: Monthly (3/31) Absence Approval Deadline Absence Take Cycle	
22	23	24	25	26	27	28
	TL Appr Deadline: Weekly (3/27) TL Appr Deadline: Biweekly (3/27) Payroll Closes: Monthly (3/31)	Payroll Open/Close: Weekly (3/27) Payroll Open/Close: Biweekly (3/27)		Payroll Open: Stipend (4/1) Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (4/3) Payroll Close: Stipend (4/1) Absence Approval Deadline Absence Take Cycle	
29	30	31				
	TL Appr Deadline: Weekly (4/3)	Payroll Open/Close: Weekly (4/3) Check Date: Monthly				
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender	Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change					

April 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend	2 Absence Reporting Deadline	3 Check Date: Weekly TL Rpt Deadline: Weekly (4/10) TL Rpt Deadline: Biweekly (4/10) Absence Approval Deadline Absence Take Cycle	4
5	6 TL Appr Deadline: Weekly (4/10) TL Appr Deadline: Biweekly (4/10)	7 Payroll Open/Close: Weekly (4/10) Payroll Open/Close: Biweekly (4/10)	8	9 Payroll Opens: TchFell (4/15) Absence Reporting Deadline	10 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (4/17) Payroll Closes: TchFell (4/15) Absence Approval Deadline Absence Take Cycle	11
12	13 TL Appr Deadline: Weekly (4/17)	14 Payroll Open/Close: Weekly (4/17)	15 Check Date: Teaching Fellows	16 Absence Reporting Deadline Absence Accrual Cycle	17 Check Date: Weekly TL Rpt Deadline: Weekly (4/24) TL Rpt Deadline: Biweekly (4/24) File Deadline: Stipend Absence Approval Deadline Absence Take Cycle	18
19	20 TL Appr Deadline: Weekly (4/24) TL Appr Deadline: Biweekly (4/24)	21 Payroll Open/Close: Weekly (4/24) Payroll Open/Close: Biweekly (4/24)	22 Payroll Opens: Monthly (4/30)	23 Payroll Closes: Monthly (4/30) Absence Reporting Deadline	24 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (5/1) Payroll Open: Stipend (5/1) Absence Approval Deadline Absence Take Cycle	25
26	27 TL Appr Deadline: Weekly (5/1) Payroll Close: Stipend (5/1)	28 Payroll Open/Close: Weekly (5/1)	29	30 Check Date: Monthly Absence Reporting Deadline		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

May 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
					1 Check Date: Weekly TL Rpt Deadline: Weekly (5/8) TL Rpt Deadline: Biweekly (5/8) Check Date: Stipend Absence Approval Deadline Absence Take Cycle	2	
3	4 TL Appr Deadline: Weekly (5/8) TL Appr Deadline: Biweekly (5/8)	5 Payroll Open/Close: Weekly (5/8) Payroll Open/Close: Biweekly (5/8)		6	7 Absence Reporting Deadline	8 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (5/15) Payroll Opens: TchFell (5/15) Absence Approval Deadline Absence Take Cycle	9
10	11 TL Appr Deadline: Weekly (5/15) Payroll Closes: TchFell (5/15)	12 Payroll Open/Close: Weekly (5/15)		13	14 Absence Reporting Deadline	15 Check Date: Weekly TL Rpt Deadline: Weekly (5/22) TL Rpt Deadline: Biweekly (5/22) Check Date: Teaching Fellows Absence Approval Deadline Absence Take and Accrual Cycle	16
17	18 TL Appr Deadline: Weekly (5/22) TL Appr Deadline: Biweekly (5/22) File Deadline: Stipend	19 Payroll Open/Close: Weekly (5/22) Payroll Open/Close: Biweekly (5/22)		20 Absence Reporting Deadline	21 TL Rpt Deadline: Weekly (5/29) Payroll Opens: Monthly (5/29) Absence Approval Deadline Absence Take Cycle	22 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/29) Payroll Closes: Monthly (5/29)	23
24	25 Memorial Day	26 Payroll Open/Close: Weekly (5/29)	27 Payroll Open/Close: Stipend (6/1)		28 Absence Reporting Deadline	29 Check Date: Weekly TL Rpt Deadline: Weekly (6/5) TL Rpt Deadline: Biweekly (6/5) Check Date: Monthly Absence Approval Deadline Absence Take Cycle	30
31							

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

June 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Have you run your Employees with no Defined Costing & Employees with Invalid Costing reports lately??						
	1 TL Appr Deadline: Weekly (6/5) TL Appr Deadline: Biweekly (6/5) Check Date: Stipend	2 Payroll Open/Close: Weekly (6/5) Payroll Open/Close: Biweekly (6/5)	3	4 Absence Reporting Deadline	5 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (6/12) Payroll Opens: TchFell (6/15) Absence Approval Deadline Absence Take Cycle	6
7	8 TL Appr Deadline: Weekly (6/12) Payroll Closes: TchFell (6/15)	9 Payroll Open/Close: Weekly (6/12)	10 Run the Term Appointment End Date Report	11 Absence Reporting Deadline	12 Check Date: Weekly TL Rpt Deadline: Weekly (6/19) TL Rpt Deadline: Biweekly (6/19) Absence Approval Deadline Absence Take Cycle	13
14	15 TL Appr Deadline: Weekly (6/19) TL Appr Deadline: Biweekly (6/19) Check Date: Teaching Fellows	16 Payroll Open/Close: Weekly (6/19) Payroll Open/Close: Biweekly (6/19) Absence Accrual Cycle	17 File Deadline, Stipend	18 Absence Reporting Deadline	19 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (6/26) Payroll Opens: Monthly (6/30) Absence Approval Deadline Absence Take Cycle	20
21	22 TL Appr Deadline: Weekly (6/26) Payroll Closes: Monthly (6/30)	23 Payroll Open/Close: Weekly (6/26)	24 Absence Reporting Deadline	25 TL Rpt Deadline: Weekly (7/2) TL Rpt Deadline: Biweekly (7/2) Payroll Opens: Stipend (7/1) Absence Approval Deadline Absence Take Cycle	26 Check Date: Weekly TL Appr Deadline: Weekly (7/2) TL Appr Deadline: Biweekly (7/2) Payroll Closes: Stipend (7/1)	27
28	29 Payroll Open/Close: Weekly (7/2) Payroll Open/Close: Biweekly (7/2)	30 Check Date: Monthly				

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

July 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend Absence Reporting Deadline	2 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (7/10) Absence Approval Deadline Absence Take Cycle	3 July 4th Holiday	4
5	6 TL Appr Deadline: Weekly (7/10)	7 Payroll Open/Close: Weekly (7/10)	8	9 Payroll Opens: TchFell (7/15) Absence Reporting Deadline	10 Check Date: Weekly TL Rpt Deadline: Weekly (7/17) TL Rpt Deadline: Biweekly (7/17) Payroll Closes: TchFell (7/15) Absence Approval Deadline Absence Take Cycle	11
12	13 TL Appr Deadline: Weekly (7/17) TL Appr Deadline: Biweekly (7/17)	14 Payroll Open/Close: Weekly (7/17) Payroll Open/Close: Biweekly (7/17)	15 Check Date: Teaching Fellows	16 File Deadline: Stipend Absence Reporting Deadline Absence Accrual Cycle	17 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (7/24) Absence Approval Deadline Absence Take Cycle	18
19	20 TL Appr Deadline: Weekly (7/24)	21 Payroll Open/Close: Weekly (7/24)	22 Payroll Opens: Monthly (7/31)	23 Payroll Closes: Monthly (7/31) Absence Reporting Deadline	24 Check Date: Weekly TL Rpt Deadline: Weekly (7/31) TL Rpt Deadline: Biweekly (7/31) Payroll Open: Stipend (7/31) Absence Approval Deadline Absence Take Cycle	25
26	27 TL Appr Deadline: Weekly (7/31) TL Appr Deadline: Biweekly (7/31) Payroll Close: Stipend (7/31)	28 Payroll Open/Close: Weekly (7/31) Payroll Open/Close: Biweekly (7/31)	29	30 Absence Reporting Deadline	31 Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (8/7) Check Date: Stipend Check Date: Monthly Absence Approval Deadline Absence Take Cycle	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

August 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1	
2	TL Appr Deadline: Weekly (8/7)	3	4	5	6	7	8
		Payroll Open/Close: Weekly (8/7)		Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (8/14) TL Rpt Deadline: Biweekly (8/14) Payroll Opens: TchFell (8/14) Absence Approval Deadline Absence Take Cycle		
9	TL Appr Deadline: Weekly (8/14) TL Appr Deadline: Biweekly (8/14) Payroll Closes: TchFell (8/14)	10	11	12	13	14	15
		Payroll Open/Close: Weekly (8/14) Payroll Open/Close: Biweekly (8/14)		Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (8/21) Check Date: Teaching Fellows Absence Approval Deadline Absence Take Cycle		
16	TL Appr Deadline: Weekly (8/21)	17	18	19	20	21	22
		Payroll Open/Close: Weekly (8/21)	File Deadline: Stipend	Payroll Opens: Monthly (8/31) Absence Reporting Deadline	Payroll Closes: Monthly (8/31) Absence Approval Deadline Absence Take Cycle	Check Date: Weekly TL Rpt Deadline: Weekly (8/28) TL Rpt Deadline: Biweekly (8/28)	
23	TL Appr Deadline: Weekly (8/28) TL Appr Deadline: Biweekly (8/28)	24	25	26	27	28	29
		Payroll Open/Close: Weekly (8/28) Payroll Open/Close: Biweekly (8/28)	Payroll Open: Stipend (9/1)	Payroll Close: Stipend (9/1)	Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (9/4) Absence Approval Deadline Absence Take Cycle	
30	TL Appr Deadline: Weekly (9/4)	31					
	Check Date: Monthly						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
 All Dates/Deadlines subject to change

October 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
				Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (10/9) TL Rpt Deadline: Biweekly (10/9) Absence Approval Deadline Absence Take Cycle	
4	5	6	7	8	9	10
	TL Appr Deadline: Weekly (10/9) TL Appr Deadline: Biweekly (10/9)	Payroll Open/Close: Weekly (10/9) Payroll Open/Close: Biweekly (10/9)	Absence Reporting Deadline	TL Rpt Deadline: Weekly (10/16) Payroll Opens: TchFell (10/15) Absence Approval Deadline Absence Take Cycle	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (10/16) Payroll Closes: TchFell (10/15)	
11	Columbus Day	12	13	14	15	16
		Payroll Open/Close: Weekly (10/16)			Check Date: Teaching Fellows Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (10/23) TL Rpt Deadline: Biweekly (10/23) File Deadline: Stipend Absence Approval Deadline Absence Take and Accrual Cycle
18	19	20	21	22	23	24
	TL Appr Deadline: Weekly (10/23) TL Appr Deadline: Biweekly (10/23)	Payroll Open/Close: Weekly (10/23) Payroll Open/Close: Biweekly (10/23)	Payroll Opens: Monthly (10/30)	Payroll Closes: Monthly (10/30)	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (10/30) Payroll Open: Stipend (10/30) Absence Approval Deadline Absence Take Cycle	
25	26	27	28	29	30	31
	TL Appr Deadline: Weekly (10/30) Payroll Close: Stipend (10/30)	Payroll Open/Close: Weekly (10/30)		Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (11/6) TL Rpt Deadline: Biweekly (11/6) Check Date: Monthly Check Date: Stipend Absence Approval Deadline Absence Take Cycle	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
 All Dates/Deadlines subject to change

November 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Have you run your Employees with no Defined Costing & Employees with Invalid Costing reports lately??						
1	2	3	4	5	6	7
	TL Appr Deadline: Weekly (11/6) TL Appr Deadline: Biweekly (11/6)	Payroll Open/Close: Weekly (11/6) Payroll Open/Close: Biweekly (11/6)	Absence Reporting Deadline	TL Rpt Deadline: Weekly (11/13) Payroll Opens: TchFell (11/13) Absence Approval Deadline Absence Take Cycle	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/13) Payroll Closes: TchFell (11/13)	
8	9	10	11	12	13	14
	Payroll Open/Close: Weekly (11/13)		Veterans Day	Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (11/20) TL Rpt Deadline: Biweekly (11/20) Check Date: Teaching Fellows Absence Approval Deadline Absence Take Cycle	
15	16	17	18	19	20	21
	TL Appr Deadline: Weekly (11/20) TL Appr Deadline: Biweekly (11/20) File Deadline: Stipend Absence Accrual Cycle	Payroll Open/Close: Weekly (11/20) Payroll Open/Close: Biweekly (11/20) Absence Reporting Deadline	TL Rpt Deadline: Weekly (11/25) Payroll Open: Monthly (11/30) Absence Approval Deadline Absence Take Cycle	TL Appr Deadline: Weekly (11/25) Payroll Close: Monthly (11/30)	Check Date: Weekly Check Date: Biweekly Payroll Open/Close: Weekly (11/25)	
22	23	24	25	26	27	28
		Payroll Open: Stipend (12/01) Absence Reporting Deadline	Check Date: Weekly TL Rpt Deadline: Weekly (12/4) TL Rpt Deadline: Biweekly (12/4) Payroll Close: Stipend (12/01) Absence Approval Deadline Absence Take Cycle	Thanksgiving Holiday	Thanksgiving Holiday	
29	30					
	TL Appr Deadline: Weekly (12/4) TL Appr Deadline: Biweekly (12/4) Check Date: Monthly					
Weekly = Yellow Biweekly = Blue Teaching Fellows = Gold Monthly = Green Stipend = Lavender		Dates in Parentheses refer to the associated Check Date All Dates/Deadlines subject to change				

December 2009 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Have you run your Employees with no Defined Costing & Employees with Invalid Costing reports lately??						
		1		2	3	4
		Payroll Open/Close: Weekly (12/4) Payroll Open/Close: Biweekly (12/4) Check Date: Stipend		File Deadline: Stipend (12/23) Payroll Opens: TchFell (12/15) Absence Report	Check Date: Weekly Check Date: Biweekly TL Rpt Deadline: Weekly (12/11) Payroll Closes: TchFell (12/15) Absence Approve Absence Take File	5
6		7	8	9	10	11
	TL Appr Deadline: Weekly (12/11)	Payroll Open/Close: Weekly (12/11)		Payroll Open: Stipend (12/23) Payroll Close: Monthly (12/23) Absence Report	Payroll Open: Stipend (12/23) Payroll Close: Monthly (12/23) Absence Approve Absence Take File	Check Date: Weekly TL Rpt Deadline: Weekly (12/18) TL Rpt Deadline: Biweekly (12/18) Payroll Close: Stipend (12/23)
13		14	15	16	17	18
	TL Appr Deadline: Weekly (12/18) TL Appr Deadline: Biweekly (12/18)	Payroll Open/Close: Weekly (12/18) Payroll Open/Close: Biweekly (12/18) Check Date: Teaching Fellows Absence Report	TL Rpt Deadline: Weekly (12/23) Absence Approve Absence Take File Absence Accrual File	TL Appr Deadline: Weekly (12/23)		Check Date: Weekly Check Date: BiWeekly Payroll Open/Close: Weekly (12/23)
20		21	22	23	24	25
				Check Date: Weekly Check Date: Monthly Check Date: Stipend	TL Rpt Deadline: Weekly (12/31) TL Rpt Deadline: Biweekly (12/31) Holiday - 1/2 Day Christmas Eve	Holiday - Christmas Day TL Appr Deadline: Weekly (12/31) TL Appr Deadline: Biweekly (12/31)
27		28	29	30	31	
	Winter Recess Payroll Open/Close: Weekly (12/31) Payroll Open/Close: Biweekly (12/31)	Winter Recess	Winter Recess	Winter Recess Check Date: Weekly Check Date: BiWeekly Absence Report	Absence Approve Absent Take File	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
 All Dates/Deadlines subject to change