

## UAF 2009 Personnel / Payroll Submission Schedule

Payroll Run #	Pay Period	HR Forms* Due 2 PM	Timesheets Due 12 PM	Payday	Holidays and Alerts
R1	07-Dec-08 to 20-Dec-08	8-Dec-08	18-Dec-08	2-Jan-09	
R2	21-Dec-08 to 03-Jan-09	17-Dec-08	5-Jan-09	16-Jan-09	Christmas - Dec 25 & 26 New Year - Jan 1 & 2 Closure Dec 29, 30 & 31
R3	04-Jan-09 to 17-Jan-09	6-Jan-09	16-Jan-09	30-Jan-09	
R4	18-Jan-09 to 31-Jan-09	23-Jan-09	2-Feb-09	13-Feb-09	Martin Luther King / AK Civil Rights Day - Jan 19 Annual Leave Rolls after Jan 31
R5	01-Feb-09 to 14-Feb-09	6-Feb-09	16-Feb-09	27-Feb-09	
R6	15-Feb-09 to 28-Feb-09	20-Feb-09	2-Mar-09	13-Mar-09	
R7	01-Mar-09 to 14-Mar-09	5-Mar-09	16-Mar-09	27-Mar-09	Spring Recess - Mar 13
R8	15-Mar-09 to 28-Mar-09	20-Mar-09	30-Mar-09	10-Apr-09	
R9	29-Mar-09 to 11-Apr-09	3-Apr-09	13-Apr-09	24-Apr-09	Faculty contract extension PW due April 10
R10	12-Apr-09 to 25-Apr-09	17-Apr-09	27-Apr-09	8-May-09	Open Enrollment begins
R11	26-Apr-09 to 09-May-09	1-May-09	11-May-09	22-May-09	
R12	10-May-09 to 23-May-09	12-May-09	22-May-09	5-Jun-09	Open Enrollment ends
R13	24-May-09 to 06-Jun-09	29-May-09	8-Jun-09	19-Jun-09	Memorial Day - May 25
R14	07-Jun-09 to 20-Jun-09	12-Jun-09	22-Jun-09	3-Jul-09	Use Personal Holiday by Jun 20
R15	21-Jun-09 to 04-Jul-09	19-Jun-09	6-Jul-09	17-Jul-09	Independence Day July 2 & July 3 Split FY09/FY10 Labor Dist
R16	05-Jul-09 to 18-Jul-09	10-Jul-09	20-Jul-09	31-Jul-09	First Day FY10 Personal Holiday Use
R17	19-Jul-09 to 01-Aug-09	24-Jul-09	3-Aug-09	14-Aug-09	
R18	02-Aug-09 to 15-Aug-09	7-Aug-09	17-Aug-09	28-Aug-09	
R19	16-Aug-09 to 29-Aug-09	21-Aug-09	31-Aug-09	11-Sep-09	
R20	30-Aug-09 to 12-Sep-09	3-Sep-09	14-Sep-09	25-Sep-09	Labor Day - Sept 7
R21	13-Sep-09 to 26-Sep-09	18-Sep-09	28-Sep-09	9-Oct-09	
R22	27-Sep-09 to 10-Oct-09	2-Oct-09	12-Oct-09	23-Oct-09	
R23	11-Oct-09 to 24-Oct-09	16-Oct-09	26-Oct-09	6-Nov-09	
R24	25-Oct-09 to 07-Nov-09	30-Oct-09	9-Nov-09	20-Nov-09	
R25	08-Nov-09 to 21-Nov-09	11-Nov-09	19-Nov-09	4-Dec-09	
R26	22-Nov-09 to 05-Dec-09	25-Nov-09	7-Dec-09	18-Dec-09	Thanksgiving Nov 26 & Nov 27
R27	06-Dec-09 to 19-Dec-09	9-Dec-09	17-Dec-09	31-Dec-09	
*Includes job forms and payroll deductions					
<b>EARLY SUBMISSION REQUIRED</b>		<b>09 FISCAL YEAR ENDS</b>			