

UAF 2010 Personnel / Payroll Submission Schedule

Payroll Run #	Pay Period	HR Forms* Due 2 PM	Timesheets Due 12 PM	Payday	Holidays and Alerts
R1	20-Dec-09 to 02-Jan-10	16-Dec-09	4-Jan-10	15-Jan-10	Dec 24, 25, 31 & Jan 01 Closure Dec 28, 29, 30
R2	03-Jan-10 to 16-Jan-10	8-Jan-10	15-Jan-10	29-Jan-10	
R3	17-Jan-10 to 30-Jan-10	22-Jan-10	1-Feb-10	12-Feb-10	Ak Civil Rights Day Jan 18
R4	31-Jan-10 to 13-Feb-10	5-Feb-10	15-Feb-10	26-Feb-10	Annual leave roll occurs Use or lose AL >240 hours
R5	14-Feb-10 to 27-Feb-10	19-Feb-10	26-Feb-10	12-Mar-10	Banner 8 Upgrade Banner down 3/4 - until possibly 3/12
R6	28-Feb-10 to 13-Mar-10	5-Mar-10	15-Mar-10	26-Mar-10	Spring Recess - Mar 12
R7	14-Mar-10 to 27-Mar-10	19-Mar-10	29-Mar-10	9-Apr-10	
R8	28-Mar-10 to 10-Apr-10	2-Apr-10	12-Apr-10	23-Apr-10	
R9	11-Apr-10 to 24-Apr-10	16-Apr-10	26-Apr-10	7-May-10	Open Enrollment Begins
R10	25-Apr-10 to 08-May-10	30-Apr-10	10-May-10	21-May-10	
R11	09-May-10 to 22-May-10	14-May-10	24-May-10	4-Jun-10	Open Enrollment Ends
R12	23-May-10 to 05-Jun-10	28-May-10	7-Jun-10	18-Jun-10	Memorial Day - May 31
R13	06-Jun-10 to 19-Jun-10	11-Jun-10	21-Jun-10	2-Jul-10	Last pay period to use Personal Holiday FY10
R14	20-Jun-10 to 03-Jul-10	23-Jun-10	1-Jul-10	16-Jul-10	No personal holiday use
R15	04-Jul-10 to 17-Jul-10	9-Jul-10	19-Jul-10	30-Jul-10	Independence Day - July 5 & 6 May use personal holiday FY11
R16	18-Jul-10 to 31-Jul-10	23-Jul-10	2-Aug-10	13-Aug-10	
R17	01-Aug-10 to 14-Aug-10	6-Aug-10	16-Aug-10	27-Aug-10	
R18	15-Aug-10 to 28-Aug-10	20-Aug-10	30-Aug-10	10-Sep-10	
R19	29-Aug-10 to 11-Sep-10	2-Sep-10	13-Sep-10	24-Sep-10	Labor Day - Sept 6
R20	12-Sep-10 to 25-Sep-10	17-Sep-10	27-Sep-10	8-Oct-10	
R21	26-Sep-10 to 09-Oct-10	1-Oct-10	11-Oct-10	22-Oct-10	
R22	10-Oct-10 to 23-Oct-10	15-Oct-10	25-Oct-10	5-Nov-10	
R23	24-Oct-10 to 06-Nov-10	29-Oct-10	8-Nov-10	19-Nov-10	
R24	07-Nov-10 to 20-Nov-10	11-Nov-10	18-Nov-10	3-Dec-10	
R25	21-Nov-10 to 04-Dec-10	24-Nov-10	6-Dec-10	17-Dec-10	Thanksgiving Nov 25 & 26
R26	05-Dec-10 to 18-Dec-10	8-Dec-10	16-Dec-10	31-Dec-10	payroll will extract 12/16/10 payroll runs 12/23/10
*Includes job forms and payroll deductions					
EARLY SUBMISSION REQUIRED		2010 FISCAL YEAR ENDS			