

## UAF 2012 Personnel / Payroll Submission Schedule

Payroll Run #	Pay Period	HR Forms* Due 2 PM	Timesheets Due 12 PM	Payday	Holidays and Alerts
R1	18-Dec-11 - 31-Dec-11	20-Dec	23-Dec	13-Jan	Christmas Holiday Dec 26 & 27 Closure Dec 28, 29, 30
R2	01-Jan-12 - 14-Jan-12	6-Jan	13-Jan	27-Jan	New Year's Holiday - Jan 2 & 3
R3	15-Jan-12 - 28-Jan-12	20-Jan	30-Jan	10-Feb	Ak Civil Rights Day in Honor of MLK Jan 16
R4	29-Jan-12 - 11-Feb-12	3-Feb	13-Feb	24-Feb	Annual leave roll occurs after R4 Use or lose AL >240 hours
R5	12-Feb-12 - 25-Feb-12	17-Feb	27-Feb	9-Mar	
R6	26-Feb-12 - 10-Mar-12	2-Mar	9-Mar	23-Mar	
R7	11-Mar-12 - 24-Mar-12	16-Mar	26-Mar	6-Apr	Spring Recess - Mar 16
R8	25-Mar-12 - 07-Apr-12	30-Mar	9-Apr	20-Apr	
R9	08-Apr-12 - 21-Apr-12	13-Apr	23-Apr	4-May	
R10	22-Apr-12 - 05-May-12	27-Apr	7-May	18-May	
R11	06-May-12 - 19-May-12	4-May	21-May	1-Jun	
R12	20-May-12 - 02-Jun-12	25-May	4-Jun	15-Jun	Memorial Day - May 28
R13	03-Jun-12 - 16-Jun-12	8-Jun	18-Jun	29-Jun	
R14	17-Jun-12 - 30-Jun-12	22-Jun	28-Jun	13-Jul	Use Personal Holiday by Jun 30
R15	01-Jul-12 - 14-Jul-12	6-Jul	16-Jul	27-Jul	Independence Day - July 4 & 5 No Personal Holiday use
R16	15-Jul-12 - 28-Jul-12	20-Jul	30-Jul	10-Aug	Personal Holiday Available FY13
R17	29-Jul-12 - 11-Aug-12	3-Aug	13-Aug	24-Aug	
R18	12-Aug-12 - 25-Aug-12	17-Aug	27-Aug	7-Sep	
R19	26-Aug-12 - 08-Sep-12	31-Aug	10-Sep	21-Sep	Labor Day - Sept 3
R20	09-Sep-12 - 22-Sep-12	14-Sep	24-Sep	5-Oct	
R21	23-Sep-12 - 06-Oct-12	28-Sep	8-Oct	19-Oct	
R22	07-Oct-12 - 20-Oct-12	12-Oct	22-Oct	2-Nov	
R23	21-Oct-12 - 03-Nov-12	26-Oct	5-Nov	16-Nov	
R24	04-Nov-12 - 17-Nov-12	9-Nov	15-Nov	30-Nov	
R25	18-Nov-12 - 01-Dec-12	23-Nov	3-Dec	14-Dec	Thanksgiving Nov 22 & 23
R26	02-Dec-12 - 15-Dec-12	7-Dec	17-Dec	28-Dec	Timesheets due Dec 14 for departments observing soft closure
*Includes job forms and payroll deductions					
<b>EARLY SUBMISSION REQUIRED</b>		<b>2012 FISCAL YEAR ENDS</b>			