

2011-12 PAY PERIODS FOR HOURLY & DAILY EMPLOYEES (Includes OVERTIME and ABSENCE PROCESSING for all employees)

| MONTH | PAYDAY | PAY PERIOD * | |
|--------------|------------|--------------|------------|
| | | START | CUTOFF |
| August 2011 | 8/31/2011 | 7/17/2011 | 8/13/2011 |
| September | 9/30/2011 | 8/14/2011 | 9/10/2011 |
| October | 10/31/2011 | 9/11/2011 | 10/8/2011 |
| November | 11/30/2011 | 10/9/2011 | 11/5/2011 |
| December | 12/16/2011 | 11/6/2011 | 12/10/2011 |
| January 2012 | 1/31/2012 | 12/11/2011 | 1/21/2012 |
| February | 2/29/2012 | 1/22/2012 | 2/18/2012 |
| March | 3/30/2012 | 2/19/2012 | 3/17/2012 |
| April | 4/30/2012 | 3/18/2012 | 4/21/2012 |
| May | 5/31/2012 | 4/22/2012 | 5/19/2012 |
| June | 6/28/2012 | 5/20/2012 | 6/16/2012 |
| July | 7/31/2012 | 6/17/2012 | 7/14/2012 |
| August | 8/31/2012 | 7/15/2012 | 8/11/2012 |



- * **PLEASE NOTE:** * Paychecks for each month will include hours worked ONLY for those dates listed in the PAY PERIOD columns. For Example:
 The September 30 check will include hours worked August 14 through September 10 and turned in on the appropriate timesheet.
 * Any hours worked in September AFTER September 10 will be paid on the October 31 paycheck.
 * Any leave hours taken AFTER September 10 WILL NOT be reflected in the leave balances listed on the September 30 paycheck. They will be reflected in the "Absence" column of the October 31 paycheck.

"HOURS WORKED" INCLUDES ANYTHING that is reported to Payroll on the school/department timesheets for an employee, as follows:

- * For Hourly positions: ALL hours worked, including Overtime; all Leave time used.
- * For Salaried positions: Additional hours worked; all Leave time used.