

2011-2012 Payroll Schedule

Q744 Payrolls (SREPP & PSOEP only)

Month		Staffing Close Date	Timekeeping Close Date	EFT Stop Paymt. Deadline	Open to District	Check Date	Check Delivery Date
Sept	1st Half	09/13/11	09/14/11	09/27/11	09/02/11	09/30/11	09/28/11
	2nd Half	09/26/11	09/27/11	10/11/11	09/16/11	10/14/11	10/14/11
Oct	1st Half	10/12/11	10/13/11	10/26/11	09/29/11	10/31/11	10/31/11
	2nd Half	10/26/11	10/27/11	11/09/11	10/17/11	11/15/11	11/15/11
Nov	1st Half	11/14/11	11/15/11	11/23/11	10/31/11	11/30/11	11/30/11
	2nd Half	11/30/11	12/01/11	12/12/11	11/17/11	12/15/11	12/15/11
Dec	1st Half	12/13/11	12/14/11	12/27/11	12/05/11	12/30/11	12/23/11
	2nd Half	01/03/12	01/04/12	01/10/12	12/16/11	01/13/12	01/13/12
Jan	1st Half	01/17/12	01/18/12	01/26/12	01/06/12	01/31/12	01/31/12
	2nd Half	01/30/12	01/31/12	02/10/12	01/20/12	02/15/12	02/15/12
Feb	1st Half	02/14/12	02/15/12	02/24/12	02/02/12	02/29/12	02/29/12
	2nd Half	02/29/12	03/01/12	03/12/12	02/17/12	03/15/12	03/15/12
Mar	1st Half	03/14/12	03/15/12	03/27/12	03/03/12	03/30/12	03/30/12
	2nd Half	03/28/12	03/29/12	04/11/12	03/19/12	04/16/12	04/16/12
Apr	1st Half	04/11/12	04/12/12	04/25/12	04/02/12	04/30/12	04/30/12
	2nd Half	04/27/12	04/30/12	05/10/12	04/16/12	05/15/12	05/15/12
May	1st Half	***5/11/2012	05/14/12	05/25/12	05/02/12	5/31/012	05/31/12
	2nd Half	***5/18/2012	05/21/12	06/12/12	05/16/12	06/15/12	06/15/12
June	1st Half	***5/25/2012	05/29/12	06/26/12	05/23/12	06/29/12	06/27/12
	2nd Half	***				07/05/12	07/06/12
July	1st Half	***				07/19/12	07/20/12
	2nd Half	***				08/02/12	08/03/12
Aug	1st Half	***				08/16/12	08/17/12
	2nd Half					09/14/12	09/14/12

**All SREPP and PSOEP are paid on a positive basis for each day/hour worked.
As a result, there is one payroll period lag for timekeeping entries.**

*** Follow the **PAYROLL ADMINISTRATION MEMORANDUM**
End of the Year Processing for Employees on the E745 Hourly and Q744 Annual Payroll

*** The EIS bulletin board is a source for information regarding the payroll /timekeeping close dates and any changes made to them.