

December 2000

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Payroll calc - system closed for input. Reporting available for Inquiry	2
3	4 Payroll Register Available for Bi-weekly	5	6	7	8 BW PAYDAY Pay End Date 11/25	9 Pay End Date (11/26 – 12/9) Pay Run ID OOO
10	11 Direct Deposit, W4, W5, PERA due for EOM General Deductions Due for PPE 12/09	12	13 Time Collection and other activity for 12/09 Bi-weekly Closes at 6:00 PM EOM actions must be in proposed status on PeopleSoft and the HR dept.(or other approval authority) in receipt of required documents by 6:00 PM for timely Approval.* Direct Deposit, W4, W5, PERA due for EOM	14	15 Cut Off for Contract pay at 6:00 PM - All Approvals Due by 6pm (Position and Job Data) Time collection and other activities closed for EOM at 6:00 PM.	16
17 Payroll calc - system closed for input. Reporting available for Inquiry	18 Payroll calc - system closed for input. Reporting available for Inquiry Payroll Register Available for Bi-weekly	19 Payroll calc - system closed for input. Reporting available for Inquiry	20 Payroll calc - system closed for input. Reporting available for Inquiry	21	22 BW PAYDAY Pay End Date 12/09 EOM Payroll Register available	23 Pay End Date (12/10 – 12/23) Pay Run ID O1A
24 Christmas Eve	25 HOLIDAY Christmas Day All campuses closed	26 HOLIDAY All campuses closed	27	28 Time Collection for 12/23 Bi-weekly Closes at 12:00 PM and System closed for input at 12:00 PM	29 EOM December PAYDAY Pay Run ID 012 Payroll calc - system closed for input. Reporting available for Inquiry	30
31	* NOTE: Classified staff, faculty, professional exempt, graduate and other student appointment transactions requiring approval outside user department must be entered at least 2 business days prior to PBS cutoff					