

Note: ADP Lockouts are tentative; do not begin working until you receive the payroll confirmation notice.

February 2012

| Mon | Tue | Wed | Thu | Fri |
|---|--|--|--|--|
| | | 1 | 2 <i>1st Biweekly Changes & Comp Forms Due 9am</i> | 3 Feb 1 st Biweekly & Student eTime approvals due |
| 6 ADP LOCKOUT (Biweekly – C,H,T,W) 1BWSSC | 7 ADP LOCKOUT (Biweekly – C,H,T,W) | 8 | 9 | 10 Feb 1st Biweekly & Student Payday – 212 |
| 13 | 14 <i>GA Changes due to SEO by 9am</i> | 15 | 16 <i>2nd Biweekly Changes & Comp Forms Due 9am</i> | 17 <i>Monthly Timecards due 3pm</i> Feb 2 nd Biweekly & Student eTime approvals due |
| 20 ADP LOCKOUT (Biweekly – C,H,T,W) <i>Monthly Changes & Comp Forms Due 9am</i> 2BWSSC | 21 ADP LOCKOUT (Biweekly – C,H,T,W) | 22 | 23 ADP LOCKOUT (All Monthly) MOSSC | 24 Feb 2 nd Biweekly & Student Payday – 222 ADP LOCKOUT (All Monthly) |
| 27 | 28 | 29 <i>Monthly, Faculty & GA Payroll – 232</i> | Pay Period Begin Dates <ul style="list-style-type: none"> • January 21 • February 4 • February 18 • March 3 | |