

# December

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b> Process Biweekly & Student Payroll <b>PR due at noon to SSC</b>	<b>2</b>	<b>3</b>	<b>4</b> <b>1<sup>st</sup> Biweekly &amp; Student Payroll</b>  <b>10 Month Faculty Timecards Due 3pm</b>  <b>Faculty Changes &amp; Extra Comp due 3pm</b>	<b>5</b>
<b>6</b>	<b>7</b> <u>Student Applications for all remaining December payrolls due 9am</u> <b>ADP LOCKOUT 8AM (Monthly)</b> Process Faculty Payroll	<b>8</b> GA Changes Due 9am	<b>9</b> <b>Monthly Timecards due 5:30pm</b>  <b>December Monthly Changes &amp; Extra Comp Forms Due 5:30pm</b>	<b>10</b> Process Monthly Payroll	<b>11</b> <b>ADP LOCKOUT 3PM (Biweekly)</b>	<b>12</b>
<b>13</b>	<b>14</b> December 2 <sup>nd</sup> Biweekly & Student eTime Approvals Due 9am Process Biweekly & Student Payroll	<b>15</b> <b>Faculty Payroll</b> Process Biweekly & Student Payroll <b>PR due at noon to SSC</b>	<b>16</b> <b>December 3<sup>rd</sup> Biweekly &amp; Student eTime Approvals Due 9am</b> (Projection Required 12/16-12/25) Process 3 <sup>rd</sup> Biweekly PR	<b>17</b> Process 3 <sup>rd</sup> Biweekly & Student Payroll	<b>18</b> <b>2<sup>nd</sup> Biweekly &amp; Student Payroll</b>  <b>Monthly &amp; GA Payroll</b>	<b>19</b>
<b>20</b>	<b>21</b> <b>University Furlough</b>	<b>22</b> Mandatory Leave – University Closed	<b>23</b> Mandatory Leave – University Closed	<b>24</b> University Holiday	<b>25</b> University Holiday	<b>26</b>
<b>27</b>	<b>28</b> University Holiday	<b>29</b> University Holiday	<b>30</b> University Holiday	<b>31</b> Mandatory Leave – University Closed  <b>3<sup>rd</sup> Biweekly &amp; Student Payroll</b>		

2009