November 2014 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Have you run your Employees with no Defined Costing & Employees with Invalid Costing reports lately??					**1**
2	**3**	**4** Payroll Open/Close: Weekly (11/7)	**5** TL Rpt Deadline: Weekly (11/14) TL Rpt Deadline: Biweekly (11/14) Absence Reporting Deadline	**6** TL Appr Deadline: Weekly (11/14) TL Appr Deadline: Biweekly (11/14) Payroll Opens: TchFell (11/14) Absence Approval Deadline Absence Take Cycle	**7** Check Date: Weekly Payroll Closes: TchFell (11/14)	**8**
9	**10** Payroll Open/Close: Weekly (11/14) Payroll Open/Close: Biweekly (11/14)	**11** Veteran's Day	**12**	**13** TL Rpt Deadline: Weekly (11/22) Payroll Opens: Monthly (11/27) Absence Reporting Deadline	**14** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/22) Check Date: Teaching Fellows Payroll Closes: Monthly (11/26) Absence Approval Deadline Absence Take Cycle	**15**
16	**17** File Deadline: Stipend	**18** Payroll Open/Close: Weekly (11/22) TL Rpt Deadline: Weekly (11/26) TL Rpt Deadline: Biweekly (11/26) Absence Reporting Deadline	**19** TL Appr Deadline: Weekly (11/26) TL Appr Deadline: Biweekly (11/26) Absence Accrual Cycle Absence Approval Deadline Absence Take Cycle	**20**	**21** Check Date: Weekly Payroll Open/Close: Weekly (11/26) Payroll Open/Close: Biweekly (11/26)	**22**
23	**24** Payroll Opens: Stipend (12/1)	**25** TL Rpt Deadline: Weekly (12/5) Payroll Closes: Stipend (12/1) Absence Reporting Deadline	**26** Check Date: Weekly Check Date: Biweekly Check Date: Monthly TL Appr Deadline: Weekly (12/5) Absence Approval Deadline Absence Take Cycle	**27** Thanksgiving	**28** Thanksgiving	**29**
30						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2014 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Have you run your Employees with no Defined Costing & Employees with Invalid Costing reports lately??				
	1 Check Date: Stipend	**2** Payroll Open/Close: Weekly (12/5)	**3** File Deadline: Stipend	**4** Payroll Opens: TchFell (12/15) TL Rpt Deadline: Weekly (12/12) TL Rpt Deadline: Biweekly (12/12) Absence Report	**5** Check Date: Weekly TL Appr Deadline: Weekly (12/12) TL Appr Deadline: Biweekly (12/12) Payroll Closes: TchFell (12/15) Absence Approve Absence Take Cycle	**6**
7	**8**	**9** Payroll Open/Close: Weekly (12/12) Payroll Open/Close: Biweekly (12/12)	**10** Payroll Open: Stipend (12/23)	**11** TL Rpt Deadline: Weekly (12/19) Payroll Close: Stipend (12/23) Absence Report	**12** Check Date: Weekly Check Date: BiWeekly Payroll Open: Monthly (12/23) TL Appr Deadline: Weekly (12/19) Absence Approve Absence Take Cycle	**13**
14	**15** Payroll Close: Monthly (12/23) Check Date: Teaching Fellows Absence Accrual Cycle	**16** Payroll Open/Close: Weekly (12/19)	**17** **Off-Cycle Check Processing** TL Rpt Deadline: Weekly (12/26) TL Rpt Deadline: Biweekly (12/26) Absence Report	**18** **Off-Cycle Check Processing** TL Appr Deadline: Weekly (12/26) TL Appr Deadline: Biweekly (12/26) Absence Approve Absence Take Cycle	**19** Check Date: Weekly **Off-Cycle Check Processing**	**20**
21	**22** Payroll Open/Close: Weekly (12/26) Payroll Open/Close:Biweekly (12/26)	**23** Check Date: Monthly Check Date: Stipend	**1/2 Day Christmas Eve 24** TL Rpt Deadline: Weekly (1/4) Absence Report	**Christmas Day 25** TL Appr Deadline: Weekly (1/4) Absence Approve Absence Take Cycle	**Winter Recess 26** Check Date: Weekly Check Date: BiWeekly	**27**
28	**Winter Recess 29** Payroll Open/Close: Weekly (1/2)	**Winter Recess 30**	**Winter Recess 31**	**New Years Day 1** TL Rpt Deadline: Weekly (1/9) TL Rpt Deadline: Biweekly (1/9) Absence Report	**Winter Recess 2** Check Date: Weekly TL Appr Deadline: Weekly (1/9) TL Appr Deadline: Biweekly (1/9) Absence Approve Absence Take Cycle	**3**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

January 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		Have you run your Employees with no Defined Costing & Employees with Invalid Costing reports lately??				
29	**30**	**31**		**New Years Day** **1** TL Rpt Deadline: Weekly (1/09) TL Rpt Deadline: Biweekly (1/09) Absence Reporting Deadline	**Winter Recess** **2** Check Date: Weekly TL Appr Deadline: Weekly (1/09) TL Appr Deadline: Biweekly (1/09) Absence Approval Deadline Absence Take Cycle	**3**
4	**5**	**6** Payroll Open/Close: Weekly (1/09) Payroll Open/Close: Biweekly (1/09)	**7**	**8** TL Rpt Deadline: Weekly (1/16) Absence Reporting Deadline	**9** Check Date: Weekly Check Date: Biweekly Payroll Opens: TchFell (1/15) TL Appr Deadline: Weekly (1/16) Absence Approval Deadline Absence Take Cycle	**10**
11	**12** Payroll Closes: TchFell (1/15)	**13** Payroll Open/Close: Weekly (1/16)	**14** TL Rpt Deadline: Weekly (1/23) TL Rpt Deadline: Biweekly (1/23) Absence Reporting Deadline	**15** TL Appr Deadline: Weekly (1/23) TL Appr Deadline: Biweekly (1/23) Check Date: Teaching Fellows Absence Accrual Cycle Absence Approval Deadline Absence Take Cycle	**16** Check Date: Weekly File Deadline: Stipend	**17**
18	**Martin Luther King Day** **19**	**20** Payroll Open/Close: Weekly (1/23) Payroll Open/Close: Biweekly (1/23)	**21**	**22** Payroll Opens: Monthly (1/30) TL Rpt Deadline: Weekly (1/30) Absence Reporting Deadline	**23** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (1/30) Payroll Opens: Stipend (1/30) Payroll Closes: Monthly (1/30) Absence Approval Deadline Absence Take Cycle	**24**
25	**26** Payroll Closes: Stipend (1/30)	**27** Payroll Open/Close: Weekly (1/30)	**28**	**29** TL Rpt Deadline: Weekly (2/6) TL Rpt Deadline: Biweekly (2/6) Absence Reporting Deadline	**30** Check Date: Weekly Check Date: Stipend Check Date: Monthly TL Appr Deadline: Weekly (2/6) TL Appr Deadline: Biweekly (2/6) Absence Approval Deadline Absence Take Cycle	**31**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

February 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3** Payroll Open/Close: Weekly (2/6) Payroll Open/Close: Biweekly (2/6)	**4**	**5** TL Rpt Deadline: Weekly (2/13) Absence Reporting Deadline	**6** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (2/13) Payroll Opens: TchFell (2/13) Absence Approval Deadline Absence Take Cycle	**7**
8	**9** Payroll Closes: TchFell (2/13)	**10** Payroll Open/Close: Weekly (2/13)	**11** TL Rpt Deadline: Weekly (2/20) TL Rpt Deadline: Biweekly (2/20) Absence Reporting Deadline	**12** TL Appr Deadline: Weekly (2/20) TL Appr Deadline: Biweekly (2/20) Absence Approval Deadline Absence Take Cycle	**13** Check Date: Weekly Check Date: Teaching Fellows File Deadline: Stipend	**14**
15	**16** President's Day	**17** Payroll Open/Close: Weekly (2/20) Payroll Open/Close: Biweekly (2/20)	**18** Absence Accrual Cycle	**19** TL Rpt Deadline: Weekly (2/27) Payroll Opens: Monthly (2/27) Absence Reporting Deadline	**20** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (2/27) Payroll Closes: Monthly (2/27) Payroll Opens: Stipend (2/27) Absence Approval Deadline Absence Take Cycle	**21**
22	**23** Payroll Closes: Stipend (2/27)	**24** Payroll Open/Close: Weekly (2/27)	**25**	**26** TL Rpt Deadline: Weekly (3/6) TL Rpt Deadline: Biweekly (3/6) Absence Reporting Deadline	**27** Check Date: Weekly Check Date: Stipend Check Date: Monthly TL Appr Deadline: Weekly (3/6) TL Appr Deadline: Biweekly (3/6) Absence Approval Deadline Absence Take Cycle	**28**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

March 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	**2**	**3** Payroll Open/Close: Weekly (3/6) Payroll Open/Close: Biweekly (3/6)	**4**	**5** TL Rpt Deadline: Weekly (3/13) Absence Reporting Deadline	**6** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/13) Payroll Opens: TchFell (3/13) Absence Approval Deadline Absence Take Cycle	**7**
8 Payroll Closes: TchFell (3/13)	**9** Payroll Open/Close: Weekly (3/13)	**10**	**11**	**12** TL Rpt Deadline: Weekly (3/20) TL Rpt Deadline: Biweekly (3/20) Absence Reporting Deadline	**13** Check Date: Weekly TL Appr Deadline: Weekly (3/20) TL Appr Deadline: Biweekly (3/20) Check Date: Teaching Fellows Absence Approval Deadline Absence Take Cycle	**14**
15	**16** Payroll Open/Close: Weekly (3/20) Payroll Open/Close: Biweekly (3/20)	**17**	**18** Absence Accrual Cycle	**19** Payroll Opens: Monthly (3/31) TL Rpt Deadline: Weekly (3/27) File Deadline: Stipend Absence Reporting Deadline	**20** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (3/27) Payroll Closes: Monthly (3/31) Absence Approval Deadline Absence Take Cycle	**21**
22	**23**	**24** Payroll Open/Close: Weekly (3/27)	**25**	**26** TL Rpt Deadline: Weekly (4/3) TL Rpt Deadline: Biweekly (4/3) Payroll Opens: Stipend (4/1) Absence Reporting Deadline	**27** Check Date: Weekly TL Appr Deadline: Weekly (4/3) TL Appr Deadline: Biweekly (4/3) Payroll Closes: Stipend (4/1) Absence Approval Deadline Absence Take Cycle	**28**
29	**30**	**31** Payroll Open/Close: Weekly (4/3) Payroll Open/Close: Biweekly (4/3) Check Date: Monthly				

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

April 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Check Date: Stipend	**2** TL Rpt Deadline: Weekly (4/10) Absence Reporting Deadline	**3** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/10) Absence Approval Deadline Absence Take Cycle	**4**
5	**6**	**7** Payroll Open/Close: Weekly (4/10)	**8**	**9** TL Rpt Deadline: Weekly (4/17) TL Rpt Deadline: Biweekly (4/17) Payroll Opens: TchFell (4/15) Absence Reporting Deadline	**10** Check Date: Weekly TL Appr Deadline: Weekly (4/17) TL Appr Deadline: Biweekly (4/17) Payroll Closes: TchFell (4/15) Absence Approval Deadline Absence Take Cycle	**11**
12	**13**	**14** Payroll Open/Close: Weekly (4/17) Payroll Open/Close: Biweekly (4/17)	**15** Check Date: Teaching Fellows	**16** TL Rpt Deadline: Weekly (4/24) Absence Accural Cycle Absence Reporting Deadline	**17** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (4/24) File Deadline: Stipend Absence Approval Deadline Absence Take Cycle	**18**
19	**20**	**21** Payroll Open/Close: Weekly (4/24)	**22**	**23** TL Rpt Deadline: Weekly (5/1) TL Rpt Deadline: Biweekly (5/1) Payroll Opens: Monthly (4/30) Absence Reporting Deadline	**24** Check Date: Weekly TL Appr Deadline: Weekly (5/1) TL Appr Deadline: Biweekly (5/1) Payroll Closes: Monthly (4/30) Payroll Opens: Stipend (5/1) Absence Approval Deadline Absence Take Cycle	**25**
26	**27** Payroll Closes: Stipend (5/1)	**28** Payroll Open/Close: Weekly (5/1) Payroll Open/Close: Biweekly (5/1)	**29**	**30** Check Date: Monthly TL Rpt Deadline: Weekly (5/8) Absence Reporting Deadline		

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

May 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (5/8) Check Date Stipend Absence Approval Deadline Absence Take Cycle	**2**
3	**4**	**5** Payroll Open/Close: Weekly (5/8)	**6**	**7** TL Rpt Deadline: Weekly (5/15) TL Rpt Deadline: Biweekly (5/15) Absence Reporting Deadline	**8** Check Date: Weekly TL Appr Deadline: Weekly (5/15) TL Appr Deadline: Biweekly (5/15) Payroll Opens: TchFell (5/15) Absence Approval Deadline Absence Take Cycle	**9**
10	**11** Payroll Closes: TchFell (5/15)	**12** Payroll Open/Close: Weekly (5/15) Payroll Open/Close: Biweekly (5/15)	**13**	**14** TL Rpt Deadline: Weekly (5/22)	**15** Check Date: Weekly Check Date: Biweekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (5/22) Absence Approval Deadline Absence Take Cycle Absence Accrual Cycle	**16**
17	**18**	**19** Payroll Open/Close: Weekly (5/22)	**20** TL Rpt Deadline: Weekly (5/29) TL Rpt Deadline: Biweekly (5/29) File Deadline: Stipend Absence Reporting Deadline	**21** TL Appr Deadline: Weekly (5/29) TL Appr Deadline: Biweekly (5/29) Payroll Opens: Monthly (5/29) Absence Approval Deadline Absence Take Cycle	**22** Check Date: Weekly Payroll Closes: Monthly (5/29)	**23**
24	**25** Memorial Day	**26** Payroll Open/Close: Weekly (5/29) Payroll Open/Close: Biweekly (5/29)	**27** Payroll Opens/ Closes Stipend (6/1)	**28** TL Rpt Deadline: Weekly (6/6) Absence Reporting Deadline	**29** Check Date: Weekly Check Date: Biweekly Check Date: Monthly TL Appr Deadline: Weekly (6/6) Absence Approval Deadline Absence Take Cycle	**30**
31						

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

June 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Check Date Stipend	**2** Payroll Open/Close: Weekly (6/5)	**3**	**4** TL Rpt Deadline: Weekly (6/12) TL Rpt Deadline: Biweekly (6/12) Absence Reporting Deadline	**5** Check Date: Weekly TL Appr Deadline: Weekly (6/12) TL Appr Deadline: Biweekly (6/12) Payroll Opens: TchFell (6/15) Absence Approval Deadline Absence Take Cycle	**6**
7	**8** Payroll Closes: TchFell (6/13)	**9** Payroll Open/Close: Weekly (6/12) Payroll Open/Close: Biweekly (6/12)	**10**	**11** TL Rpt Deadline: Weekly (6/19) Absence Reporting Deadline	**12** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (6/19) Absence Approval Deadline Absence Take Cycle	**13**
14	**15** Check Date: Teaching Fellows	**16** Payroll Open/Close: Weekly (6/19) Absence Accrual Cycle	**17**	**18** TL Rpt Deadline: Weekly (6/26) TL Rpt Deadline: Biweekly (6/26) File Deadline, Stipend Absence Reporting Deadline	**19** Check Date: Weekly TL Appr Deadline: Weekly (6/26) TL Appr Deadline: Biweekly (6/26) Absence Approval Deadline Absence Take Cycle	**20**
21	**22**	**23** Payroll Open/Close: Weekly (6/26) Payroll Open/Close: Biweekly (6/26)	**24** TL Rpt Deadline: Weekly (7/2) Payroll Opens: Monthly (6/30) Absence Reporting Deadline	**25** TL Appr Deadline: Weekly (7/2) Payroll Opens: Stipend (7/1) Payroll Closes: Monthly (6/30) Absence Approval Deadline Absence Take Cycle	**26** Check Date: Weekly Check Date: Biweekly Payroll Closes: Stipend (7/1)	**27**
28	**29** Payroll Open/Close: Weekly (7/2)	**30** Check Date: Monthly				

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date

All Dates/Deadlines subject to change

July 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 TL Rpt Deadline: Weekly (7/10) TL Rpt Deadline: Biweekly (7/10) Check Date Stipend Absence Reporting Deadline	**2** Check Date: Weekly TL Appr Deadline: Weekly (7/10) TL Appr Deadline: Biweekly (7/10) Absence Approval Deadline Absence Take Cycle	**July 4th Holiday** **3**	**4**
5	**6**	**7** Payroll Open/Close: Weekly (7/10) Payroll Open/Close: Biweekly (7/10)	**8**	**9** TL Rpt Deadline: Weekly (7/17) Payroll Opens: TchFell (7/15) Absence Reporting Deadline	**10** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/17) Payroll Closes: TchFell (7/15) Absence Approval Deadline Absence Take Cycle	**11**
12	**13**	**14** Payroll Open/Close: Weekly (7/17)	**15** Check Date: Teaching Fellows	**16** TL Rpt Deadline: Weekly (7/24) TL Rpt Deadline: Biweekly (7/24) Absence Reporting Deadline Absence Accural Cycle	**17** Check Date: Weekly TL Appr Deadline: Weekly (7/24) TL Appr Deadline: Biweekly (7/24) File Deadline: Stipend Absence Approval Deadline Absence Take Cycle	**18**
19	**20**	**21** Payroll Open/Close: Weekly (7/24) Payroll Open/Close: Biweekly (7/24)	**22**	**23** TL Rpt Deadline: Weekly (7/31) Payroll Opens: Monthly (7/31) Absence Reporting Deadline	**24** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/31) Payroll Closes: Monthly (7/31) Payroll Opens: Stipend (7/31) Absence Approval Deadline Absence Take Cycle	**25**
26 Payroll Closes: Stipend (7/31)	**27** Payroll Open/Close: Weekly (7/31)	**28**	**29**	**30** TL Rpt Deadline: Weekly (8/07) TL Rpt Deadline: Biweekly (8/07) Absence Reporting Deadline	**31** Check Date: Weekly Check Date: Monthly Check Date Stipend TL Appr Deadline: Weekly (8/7) TL Appr Deadline: Biweekly (8/7) Absence Approval Deadline Absence Take Cycle	

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

August 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3**	**4** Payroll Open/Close: Weekly (8/07) Payroll Open/Close: Biweekly (8/07)	**5**	**6** TL Rpt Deadline: Weekly (8/14) Absence Reporting Deadline	**7** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/14) Payroll Opens: TchFell (8/14) Absence Approval Deadline Absence Take Cycle	**8**
9	**10** Payroll Closes: TchFell (8/14)	**11** Payroll Open/Close: Weekly (8/14)	**12**	**13** TL Rpt Deadline: Weekly (8/21) TL Rpt Deadline: Biweekly (8/21) Absence Reporting Deadline	**14** Check Date: Weekly Check Date: Teaching Fellows TL Appr Deadline: Weekly (8/21) TL Appr Deadline: Biweekly (8/21) Absence Approval Deadline Absence Take Cycle	**15**
16	**17**	**18** Payroll Open/Close: Weekly (8/21) Payroll Open/Close: Biweekly (8/21)	**19** File Deadline: Stipend Absence Accrual Cycle	**20** TL Rpt Deadline: Weekly (8/28) Payroll Opens: Monthly (8/31) Absence Reporting Deadline	**21** Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/28) Payroll Closes: Monthly (8/31) Absence Approval Deadline Absence Take Cycle	**22**
23	**24**	**25** Payroll Open/Close: Weekly (8/29)	**26** Payroll Opens: Stipend (9/1)	**27** TL Rpt Deadline: Weekly (9/4) TL Rpt Deadline: Biweekly (9/4) Payroll closes: Stipend (9/1) Absence Reporting Deadline	**28** Check Date: Weekly TL Appr Deadline: Weekly (9/4) TL Appr Deadline: Biweekly (9/4) Absence Approval Deadline Absence Take Cycle	**29**
30	**31** Check Date: Monthly					

Weekly = Yellow	
Biweekly = Blue	Dates in Parentheses refer to the associated Check Date
Teaching Fellows = Gold	All Dates/Deadlines subject to change
Monthly = Green	
Stipend = Lavender	

September 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (9/5) / Payroll Open/Close: Biweekly (9/5) / Check Date: Stipend	**2** TL Rpt Deadline: Weekly (9/11) / Absence Reporting Deadline	**3** Absence Approval Deadline / Absence Take Cycle	**4** Check Date: Weekly / Check Date: Biweekly	**5**
6	**7** Labor Day	**8** Payroll Open/Close: Weekly (9/11)	**9** Payroll Opens: TchFell (9/15)	**10** TL Rpt Deadline: Weekly (9/18) / TL Rpt Deadline: Biweekly (9/18) / Payroll Closes: TchFell (9/15) / Absence Reporting Deadline	**11** Check Date: Weekly / TL Appr Deadline: Weekly (9/18) / TL Appr Deadline: Biweekly (9/18) / Absence Approval Deadline / Absence Take Cycle	**12**
13	**14**	**15** Payroll Open/Close: Weekly (9/18) / Payroll Open/Close: Biweekly (9/18) / Check Date: Teaching Fellows	**16** Absence Accrual Cycle	**17** TL Rpt Deadline: Weekly (9/25) / File Deadline: Stipend / Absence Reporting Deadline	**18** Check Date: Weekly / Check Date: Biweekly / TL Appr Deadline: Weekly (9/25) / Absence Approval Deadline / Absence Take Cycle	**19**
20	**21**	**22** Payroll Open/Close: Weekly (9/25)	**23** Payroll Opens: Monthly (9/30)	**24** TL Rpt Deadline: Weekly (10/2) / TL Rpt Deadline: Biweekly (10/2) / Payroll Open: Stipend (10/1) / Payroll Closes: Monthly (9/30) / Absence Reporting Deadline	**25** Check Date: Weekly / TL Appr Deadline: Weekly (10/2) / TL Appr Deadline: Biweekly (10/2) / Payroll Close:Stipend (10/1) / Absence Approval Deadline / Absence Take Cycle	**26**
27	**28**	**29** Payroll Open/Close: Weekly (10/2) / Payroll Open/Close: Biweekly (10/2)	**30** Check Date: Monthly			

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

October 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 TL Rpt Deadline: Weekly (10/09); Check Date: Stipend; Absence Reporting Deadline	**2** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (10/09); Absence Approval Deadline; Absence Take Cycle	**3**
4	**5**	**6** Payroll Open/Close: Weekly (10/09)	**7** TL Rpt Deadline: Weekly (10/16); TL Rpt Deadline: Biweekly (10/16); Absence Reporting Deadline	**8** TL Appr Deadline: Weekly (10/16); TL Appr Deadline: Biweekly (10/16); Payroll Opens: TchFell (10/15); Absence Approval Deadline; Absence Take Cycle	**9** Check Date: Weekly; Payroll Closes: TchFell (10/15)	**10**
11	**12** Columbus Day	**13** Payroll Open/Close: Weekly (10/16); Payroll Open/Close: Biweekly (10/16)	**14**	**15** TL Rpt Deadline: Weekly (10/23); Check Date: Teaching Fellows; Absence Reporting Deadline	**16** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (10/23); File Deadline: Stipend; Absence Accrual Cycle; Absence Approval Deadline; Absence Take Cycle	**17**
18	**19**	**20** Payroll Open/Close: Weekly (10/23)	**21**	**22** TL Rpt Deadline: Weekly (10/30); TL Rpt Deadline: Biweekly (10/30); Payroll Closes: Monthly (10/30); Absence Reporting Deadline	**23** Check Date: Weekly; TL Appr Deadline: Weekly (10/30); TL Appr Deadline: Biweekly (10/30); Payroll Closes: Monthly (10/30); Payroll Opens: Stipend (10/30); Absence Approval Deadline; Absence Take Cycle	**24**
25	**26** Payroll Closes: Stipend (10/30)	**27** Payroll Open/Close: Weekly (10/30); Payroll Open/Close: Biweekly (10/30)	**28**	**29** TL Rpt Deadline: Weekly (11/6); Absence Reporting Deadline	**30** Check Date: Weekly; Check Date: Biweekly; Check Date: Stipend; TL Appr Deadline: Weekly (11/7); Check Date: Monthly; Absence Approval Deadline; Absence Take Cycle	**31**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date

All Dates/Deadlines subject to change

November 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Have you run your Employees with no Defined Costing & Employees with Invalid Costing reports lately??					
1	**2**	**3** Payroll Open/Close: Weekly (11/6)	**4** TL Rpt Deadline: Weekly (11/13); TL Rpt Deadline: Biweekly (11/13); Absence Reporting Deadline	**5** TL Appr Deadline: Weekly (11/13); TL Appr Deadline: Biweekly (11/13); Payroll Opens: TchFell (11/13); Absence Approval Deadline; Absence Take Cycle	**6** Check Date: Weekly; Payroll Closes: TchFell (11/13)	**7**
8	**9** Payroll Open/Close: Weekly (11/13); Payroll Open/Close: Biweekly (11/13)	**10**	**11** Veteran's Day	**12** TL Rpt Deadline: Weekly (11/20); Absence Reporting Deadline	**13** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (11/20); Check Date: Teaching Fellows; Absence Approval Deadline; Absence Take Cycle	**14**
15	**16** File Deadline: Stipend	**17** Payroll Open/Close: Weekly (11/20); TL Rpt Deadline: Weekly (11/25); TL Rpt Deadline: Biweekly (11/25); Absence Reporting Deadline	**18** TL Appr Deadline: Weekly (11/25); TL Appr Deadline: Biweekly (11/25); Payroll Opens: Monthly (11/30); Absence Accrual Cycle; Absence Approval Deadline; Absence Take Cycle	**19** Payroll Closes: Monthly (11/30)	**20** Check Date: Weekly; Payroll Open/Close: Weekly (11/25); Payroll Open/Close: Biweekly (11/25)	**21**
22	**23** Payroll Opens: Stipend (12/1)	**24** TL Rpt Deadline: Weekly (12/4); Payroll Closes: Stipend (12/1); Absence Reporting Deadline	**25** Check Date: Weekly; Check Date: Biweekly; TL Appr Deadline: Weekly (12/4); Absence Approval Deadline; Absence Take Cycle	**26** Thanksgiving	**27** Thanksgiving	**28**
29	**30** Check Date: Monthly					

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date
All Dates/Deadlines subject to change

December 2015 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Payroll Open/Close: Weekly (12/4)	**2** Payroll Opens: TchFell (12/14)	**3** Payroll Closes: TchFell (12/14) TL Rpt Deadline: Weekly (12/11) TL Rpt Deadline: Biweekly (12/11) Payroll Open: Stipend (12/23) Absence Reporting Deadline	**4** Check Date: Weekly TL Appr Deadline: Weekly (12/14) TL Appr Deadline: Biweekly (12/14) Payroll Close: Stipend (12/23) Absence Approval Deadline Absence Take Cycle	**5**
6	**7**	**8** Payroll Open/Close: Weekly (12/11) Payroll Open/Close: Biweekly (12/11)	**9**	**10** TL Rpt Deadline: Weekly (12/18) Payroll Open: Monthly (12/23) Absence Reporting Deadline	**11** Check Date: Weekly Check Date: BiWeekly Check Date: Teaching Fellows Payroll Close: Monthly (12/23) TL Appr Deadline: Weekly (12/18) Absence Approval Deadline Absence Take Cycle	**12**
13	**14**	**15** Payroll Open/Close: Weekly (12/18) TL Rpt Deadline: Weekly (12/23) TL Rpt Deadline: Biweekly (12/23) Absence Reporting Deadline	**16** Off-Cycle Check Processing TL Appr Deadline: Weekly (12/23) TL Appr Deadline: Biweekly (12/23) Absence Approval Deadline Absence Take Cycle Absence Accrual Cycle	**17** Off-Cycle Check Processing	**18** Payroll Open/Close: Weekly (12/28) Payroll Open/Close:Biweekly (12/28) Check Date: Weekly	**19**
20 Off-Cycle Check Processing	**21** Off-Cycle Check Processing TL Rpt Deadline: Weekly (12/31)	**22** Check Date: Weekly Check Date: BiWeekly Check Date: Monthly Check Date: Stipend TL Appr Deadline: Weekly (12/31) Absence Approval Deadline Absence Take Cycle	**23** 1/2 Day Christmas Eve	**24** Christmas Day	**25**	**26**
27 Winter Recess Payroll Open/Close: Weekly (12/31)	**28** Winter Recess	**29** Winter Recess	**30** Winter Recess Check Date: Weekly TL Rpt Deadline:Weekly (1/8) TL Rpt Deadline:Biweekly (1/8) Absence Reporting Deadline	**31** New Year's Day Check Date: Weekly TL Appr Deadline: Weekly (1/8) TL Appr Deadline: Biweekly (1/8) Absence Approval Deadline Absence Take Cycle	**1**	**2**

Weekly = Yellow
Biweekly = Blue
Teaching Fellows = Gold
Monthly = Green
Stipend = Lavender

Dates in Parentheses refer to the associated Check Date

All Dates/Deadlines subject to change

DRAFT ONLY