

November 2013 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: Weekly Check Date: Biweekly Check Date: Stipend TL Appr Deadline: Weekly (11/8) Absence Approval Deadline Absence Take Cycle	2
3	4	5 Payroll Open/Close: Weekly (11/8)	6 TL Rpt Deadline: Weekly (11/15) TL Rpt Deadline: Biweekly (11/15)	7 TL Appr Deadline: Weekly (11/15) TL Appr Deadline: Biweekly (11/15) Payroll Opens: TchFell (11/15) Absence Approval Deadline Absence Take Cycle	8 Check Date: Weekly Payroll Closes: TchFell (11/15)	9
10	11 Veteran's Day	12 Payroll Open/Close: Weekly (11/15) Payroll Open/Close: Biweekly (11/15)	13 File Deadline: Stipend Absence Reporting Deadline	14 TL Rpt Deadline: Weekly (11/22)	15 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/22) Check Date: Teaching Fellows Payroll Opens: Monthly (11/27) Absence Accrual Cycle Absence Approval Deadline Absence Take Cycle	16
17	18 Payroll Closes: Monthly (11/27)	19 Payroll Open/Close: Weekly (11/22) TL Rpt Deadline: Weekly (11/27) TL Rpt Deadline: Biweekly (11/27) Absence Reporting Deadline	20 TL Appr Deadline: Weekly (11/27) TL Appr Deadline: Biweekly (11/27) Payroll Open: Stipend (11/27) Absence Approval Deadline Absence Take Cycle	21 Payroll Close: Stipend (11/27)	22 Payroll Open/Close: Weekly (11/27) Payroll Open/Close: Biweekly (11/27) Check Date: Weekly	23
24	25	26 TL Rpt Deadline: Weekly (12/6) Absence Reporting Deadline	27 Check Date: Weekly Check Date: Biweekly Check Date: Monthly Check Date: Stipend TL Appr Deadline: Weekly (12/6) Absence Approval Deadline Absence Take Cycle	28 Thanksgiving	29 Thanksgiving	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 2013 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 (12/6)	4 File Deadline: Stipend	5 Payroll Opens: TchFell (12/13) TL Rpt Deadline: Weekly (12/13) TL Rpt Deadline: Biweekly (12/13) Absence Report	6 Check Date: Weekly TL Appr Deadline: Weekly (12/13) TL Appr Deadline: Biweekly (12/13) Payroll Closes: TchFell (12/13) Absence Approve Absence Take Cycle	7
8	9	10 Payroll Open/Close: Weekly (12/13) Payroll Open/Close: Biweekly (12/13)	11 Payroll Open: Stipend (12/23)	12 TL Rpt Deadline: Weekly (12/20) Payroll Close: Stipend (12/23) Absence Report	13 Check Date: Weekly Check Date: BiWeekly Check Date: Teaching Fellows Payroll Open: Monthly (12/23) TL Appr Deadline: Weekly (12/20) Absence Approve Absence Take Cycle	14
15	16 Payroll Close: Monthly (12/23)	17 Payroll Open/Close: Weekly (12/20)	18 Off-Cycle Check Processing TL Rpt Deadline: Weekly (12/27) TL Rpt Deadline: Biweekly (12/27) Absence Report	19 Off-Cycle Check Processing TL Appr Deadline: Weekly (12/27) TL Appr Deadline: Biweekly (12/27) Absence Approve Absence Take Cycle	20 Check Date: Weekly Off-Cycle Check Processing	21
22	23 Payroll Open/Close: Weekly (12/27) Payroll Open/Close: Biweekly (12/27) Check Date: Monthly Check Date: Stipend	24 Holiday - 1/2 Day Christmas Eve	25 Holiday - Christmas Day TL Rpt Deadline: Weekly (1/3) Absence Report	26 Winter Recess TL Appr Deadline: Weekly (1/3) Absence Approve Absence Take Cycle	27 Winter Recess Check Date: Weekly Check Date: BiWeekly	28
29	30 Winter Recess Payroll Open/Close: Weekly (1/3)	31 Winter Recess	1 Holiday - New Years Day	2 TL Rpt Deadline: Weekly (1/10) TL Rpt Deadline: Biweekly (1/10) Absence Report	3 Check Date: Weekly TL Appr Deadline: Weekly (1/10) TL Appr Deadline: Biweekly (1/10) Absence Approve Absence Take File	4
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 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??					
29	30	31	New Years Day 1	2	3	4
				TL Rpt Deadline: Weekly (1/10) TL Rpt Deadline: Biweekly (1/10) Absence Reporting Deadline	Check Date: Weekly TL Appr Deadline: Weekly (1/10) TL Appr Deadline: Biweekly (1/10) Absence Approval Deadline Absence Take Cycle	
5	6	7	8	9	10	11
		Payroll Open/Close: Weekly (1/10) Payroll Open/Close: Biweekly (1/10)		TL Rpt Deadline: Weekly (1/17) Payroll Opens: TchFell (1/15) Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly Payroll Closes: TchFell (1/15) TL Appr Deadline: Weekly (1/17) Absence Approval Deadline Absence Take Cycle	
12	13	14	15	16	17	18
		Payroll Open/Close: Weekly (1/17)	TL Rpt Deadline: Weekly (1/24) TL Rpt Deadline: Biweekly (1/24) Check Date: Teaching Fellows Absence Reporting Deadline	TL Appr Deadline: Weekly (1/24) TL Appr Deadline: Biweekly (1/24) Absence Approval Deadline Absence Take Cycle Absence Accrual Cycle	Check Date: Weekly File Deadline: Stipend	
19	Martin Luther King Day 20	21	22	23	24	25
		Payroll Open/Close: Weekly (1/24) Payroll Open/Close: Biweekly (1/24)		Payroll Opens: Monthly (1/31) TL Rpt Deadline: Weekly (1/31) Absence Reporting Deadline	Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (1/31) Payroll Opens: Stipend (1/31) Payroll Closes: Monthly (1/31) Absence Approval Deadline Absence Take Cycle	
26	27	28	29	30	31	
	Payroll Closes: Stipend (1/31)	Payroll Open/Close: Weekly (1/31)		TL Rpt Deadline: Weekly (2/7) TL Rpt Deadline: Biweekly (2/7) Absence Reporting Deadline	Check Date: Weekly Check Date: Stipend Check Date: Monthly TL Appr Deadline: Weekly (2/7) TL Appr Deadline: Biweekly (2/7) 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				

February 2014 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2		3 Payroll Open/Close: Weekly (2/7) Payroll Open/Close: Biweekly (2/7)	4	5 TL Rpt Deadline: Weekly (2/14) Absence Reporting Deadline	6 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (2/14) Payroll Opens: TchFell (2/14) Absence Approval Deadline Absence Take Cycle	7 8
9	10 Payroll Closes: TchFell (2/14)	11 Payroll Open/Close: Weekly (2/14)	12 TL Rpt Deadline: Weekly (2/21) TL Rpt Deadline: Biweekly (2/21) Absence Reporting Deadline	13 TL Appr Deadline: Weekly (2/21) TL Appr Deadline: Biweekly (2/21) Absence Approval Deadline Absence Take Cycle	14 Check Date: Weekly Check Date: Teaching Fellows File Deadline: Stipend	15
16	17 President's Day	18 Payroll Open/Close: Weekly (2/21) Payroll Open/Close: Biweekly (2/21)	19 Absence Accrual Cycle	20 TL Rpt Deadline: Weekly (2/28) Payroll Opens: Monthly (2/28) Absence Reporting Deadline	21 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (2/28) Payroll Closes: Monthly (2/28) Payroll Opens: Stipend (3/1) Absence Approval Deadline Absence Take Cycle	22
23	24 Payroll Closes: Stipend (2/28)	25 Payroll Open/Close: Weekly (2/28)	26 Absence Reporting Deadline	27 TL Rpt Deadline: Weekly (3/7) TL Rpt Deadline: Biweekly (3/7) Absence Reporting Deadline	28 Check Date: Weekly Check Date: Stipend Check Date: Monthly TL Appr Deadline: Weekly (3/7) TL Appr Deadline: Biweekly (3/7) Absence Approval Deadline Absence Take Cycle	
Weekly = Yellow				Dates in Parentheses refer to the associated Check Date		
Biweekly = Blue				All Dates/Deadlines subject to change		
Teaching Fellows = Gold						
Monthly = Green						
Stipend = Lavender						

March 2014 TL/Payroll Schedule

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

April 2014 TL/Payroll Schedule

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

May 2014 TL/Payroll Schedule

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

June 2014 TL/Payroll Schedule

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

July 2014 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Check Date: Stipend	2 TL Rpt Deadline: Weekly (7/11) TL Rpt Deadline: Biweekly (7/11) Absence Reporting Deadline	3 Check Date: Weekly TL Appr Deadline: Weekly (7/11) TL Appr Deadline: Biweekly (7/11) Absence Approval Deadline Absence Take Cycle	4 July 4th Holiday	5
6	7	8 Payroll Open/Close: Weekly (7/11) Payroll Open/Close: Biweekly (7/11)	9 Payroll Opens: TchFell (7/15)	10 TL Rpt Deadline: Weekly (7/18) Payroll Closes: TchFell (7/15) Absence Reporting Deadline	11 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (7/18) Absence Approval Deadline Absence Take Cycle	12
13	14	15 Payroll Open/Close: Weekly (7/18) Check Date: Teaching Fellows	16 Absence Accrual Cycle	17 TL Rpt Deadline: Weekly (7/25) TL Rpt Deadline: Biweekly (7/25) Absence Reporting Deadline	18 Check Date: Weekly TL Appr Deadline: Weekly (7/25) TL Appr Deadline: Biweekly (7/25) File Deadline: Stipend Absence Approval Deadline Absence Take Cycle	19
20	21	22 Payroll Open/Close: Weekly (7/25) Payroll Open/Close: Biweekly (7/25)	23	24 TL Rpt Deadline: Weekly (8/1) Payroll Opens: Monthly (7/31) Absence Reporting Deadline	25 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/1) Payroll Closes: Monthly (7/31) Payroll Opens: Stipend (8/1) Absence Approval Deadline Absence Take Cycle	26
27	28 Payroll Closes: Stipend (8/1)	29 Payroll Open/Close: Weekly (8/1)	30	31 Check Date: Monthly TL Rpt Deadline: Weekly (8/08) TL Rpt Deadline: Biweekly (8/08) 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				

August 2014 TL/Payroll Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Check Date: Weekly Check Date: Stipend TL Appr Deadline: Weekly (8/08) TL Appr Deadline: Biweekly (8/08) Absence Approval Deadline Absence Take Cycle	2
3	4	5 Payroll Open/Close: Weekly (8/08) Payroll Open/Close: Biweekly (8/08)	6	7 TL Rpt Deadline: Weekly (8/15) Absence Reporting Deadline	8 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/15) Payroll Opens: TchFell (8/15) Absence Approval Deadline Absence Take Cycle	9
10	11 Payroll Closes: TchFell (8/15)	12 Payroll Open/Close: Weekly (8/15)	13	14 TL Rpt Deadline: Weekly (8/22) TL Rpt Deadline: Biweekly (8/22) Absence Reporting Deadline	15 Check Date: Weekly TL Appr Deadline: Weekly (8/22) TL Appr Deadline: Biweekly (8/22) Check Date: Teaching Fellows File Deadline: Stipend Absence Accrual Cycle Absence Approval Deadline Absence Take Cycle	16
17	18	19 Payroll Open/Close: Weekly (8/22) Payroll Open/Close: Biweekly (8/22)	20	21 TL Rpt Deadline: Weekly (8/29) Payroll Opens: Monthly (8/29) Absence Reporting Deadline	22 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (8/29) Payroll Opens: Stipend (8/29) Payroll Closes: Monthly (8/29) Absence Approval Deadline Absence Take Cycle	23
24	25 Payroll closes: Stipend (8/29)	26 Payroll Open/Close: Weekly (8/29)	27 TL Rpt Deadline: Weekly (9/5) TL Rpt Deadline: Biweekly (9/5) Absence Reporting Deadline	28 TL Appr Deadline: Weekly (9/5) TL Appr Deadline: Biweekly (9/5) Absence Approval Deadline Absence Take Cycle	29 Check Date: Weekly Check Date: Monthly Check Date: Stipend	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				

September 2014 TL/Payroll Schedule

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

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

October 2014 TL/Payroll Schedule

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

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)	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	4 Payroll Opens: TchFell (12/15) TL Rpt Deadline: Weekly (12/12) TL Rpt Deadline: Biweekly (12/12)	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
				Absence Report		
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)	12 Check Date: Weekly Check Date: BiWeekly Payroll Open: Monthly (12/23) TL Appr Deadline: Weekly (12/19) Absence Approve Absence Take Cycle	13
				Absence Report		
14	15 Payroll Close: Monthly (12/23) Check Date: Teaching Fellows	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 Absence Accrual Cycle	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	24 1/2 Day Christmas Eve TL Rpt Deadline: Weekly (1/4) Absence Report	25 Christmas Day TL Appr Deadline: Weekly (1/4) Absence Approve Absence Take Cycle	26 Winter Recess Check Date: Weekly Check Date: BiWeekly	27
28	29 Winter Recess Payroll Open/Close: Weekly (1/2)	30 Winter Recess	31 Winter Recess	1 New Years Day TL Rpt Deadline: Weekly (1/9) TL Rpt Deadline: Biweekly (1/9) Absence Report	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		<p>Dates in Parentheses refer to the associated Check Date</p> <p>All Dates/Deadlines subject to change</p> <p>DRAFT ONLY</p>				