

September 2016 TL/Payroll Schedule

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

October 2016 TL/Payroll Schedule

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

November 2016 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 Payroll Open/Close: Weekly (11/4) Check Date Stipend	2 TL Rpt Deadline: Weekly (11/10) TL Rpt Deadline: Biweekly (11/10) Absence Reporting Deadline	3 TL Appr Deadline: Weekly (11/10) TL Appr Deadline: Biweekly (11/10) Absence Approval Deadline Absence Take Cycle	4 Check Date: Weekly	5
6	7 Payroll Open/Close: Weekly (11/10) Payroll Open/Close: Biweekly (11/10)	8 Payroll Opens: TchFell (11/15)	9 TL Rpt Deadline: Weekly (11/18) Payroll Closes: TchFell (11/15) Absence Reporting Deadline	10 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (11/18) Absence Approval Deadline Absence Take Cycle	11 Veteran's Day	12
13	14	15 Payroll Open/Close: Weekly (11/18) TL Rpt Deadline: Weekly (11/23) TL Rpt Deadline: Biweekly (11/23) File Deadline: Stipend Check Date: Teaching Fellows Absence Reporting Deadline	16 TL Appr Deadline: Weekly (11/23) TL Appr Deadline: Biweekly (11/23) Payroll Opens: Monthly (11/30) Absence Accrual Cycle Absence Approval Deadline Absence Take Cycle	17 Payroll Closes: Monthly (11/30)	18 Check Date: Weekly Payroll Open/Close: Weekly (11/23) Payroll Open/Close: Biweekly (11/23)	19
20	21	22 TL Rpt Deadline: Weekly (12/2) Payroll Opens: Stipend (12/1) Absence Reporting Deadline	23 Check Date: Weekly Check Date: Biweekly TL Appr Deadline: Weekly (12/2) Payroll Closes: Stipend (12/1) Absence Approval Deadline Absence Take Cycle	24 Thanksgiving	25 Thanksgiving	26
27	28 Payroll Open/Close: Weekly (12/2)	29 Check Date: Monthly	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 2016 TL/Payroll Schedule

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