

TO: University Faculty and Administrative Staff

From: Ann Marie Holland, Payroll Manager

Date: December 2011

RE: 2012 SEMI-MONTHLY PAYROLL SCHEDULE

<u>MONTH</u>	<u>ALL MATERIAL DUE IN PAYROLL OFFICE</u>	<u>PAYMENT DATE</u>
JANUARY	01/06/12	01/12/12
	01/20/12	01/26/12
FEBRUARY	02/06/12	02/10/12
	02/17/12	02/24/12
MARCH	03/06/12	03/12/12
	03/20/12	03/26/12
APRIL	04/06/12	04/12/12
	04/20/12	04/26/12
MAY	05/07/12	05/11/12
	05/21/12	05/25/12
JUNE	06/06/12	06/12/12
	06/20/12	06/26/12
JULY	07/06/12	07/12/12
	07/20/12	07/26/12
AUGUST	08/06/12	08/10/12
	08/20/12	08/24/12
SEPTEMBER	09/06/12	09/12/12
	09/20/12	09/26/12
OCTOBER	10/05/12	10/12/12
	10/22/12	10/26/12
NOVEMBER	11/05/12	11/09/12
	11/16/12	11/26/12
DECEMBER	12/06/12	12/12/12
	12/17/12	12/21/12
JANUARY	01/07/13	01/11/13

PLEASE NOTE:

FOR NEW EMPLOYEES: FORMS W-4 & I-9 MUST BE COMPLETED BEFORE ANY CHECKS CAN BE ISSUED.

FACULTY WITH A WORK VISA ARE RESPONSIBLE FOR NOTIFYING THE PAYROLL OFFICE IF THEIR STATUS CHANGES. THEY ARE ALSO REQUIRED TO FILL OUT THE 'FOREIGN NATIONAL INFORMATION FORM' (TO DETERMINE TAXABILITY).

***EXEMPT TAX STATUS: THOSE EMPLOYEES CLAIMING "EXEMPT" FROM TAX WITHHOLDING MUST REFILE EVERY FEBRUARY (see instructions @ top of form W-4) OR EXEMPT STATUS WILL BE CHANGED TO "Single, with 0 exemptions".**