

NOVEMBER 2009

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 12:00 Biweekly Time Certs due	3 Biweekly Day 1	4 Biweekly Day 2	5 Monthly / Student forms due to HR <u>for November</u> Dept. reviews biweekly payroll registers	6 <i>Biweekly Payday</i>	7
8	9	10	11 Biweekly forms due to HR	12 Monthly / Student Time Certs Due <u>for November</u>	13 All Temps Time Certs Due Biweekly time entry begins	14
15	16 UPP2 Day 1 12:00 Biweekly Time Certs due	17 UPP2 Day 2 Biweekly Day 1	18 Monthly / Student forms due to HR <u>for December</u> Student Day 1 Biweekly Day 2	19 Dept. reviews biweekly payroll registers Monthly Day 1 Student Day 2 UPP/UDHS payroll	20 Monthly Day 2 <i>Biweekly Payday</i>	21
22 	23 Biweekly forms due to HR	24 Dept reviews Monthly /Student Payroll Registers, contact Generalist by 3:00pm.	25 All Temps Time Certs Due Monthly / Student Time Certs Due <u>for December</u> Biweekly time entry begins	26 <i>Thanksgiving Recess</i>	27 <i>Thanksgiving Recess</i>	28 
29	30 <i>Student and Monthly Payday</i> 12:00 Biweekly Time Certs due			<i>Day 1 – 3PM Time Entry Runs/ 4PM Payroll Runs</i>	<i>Day 2 – 3PM Finalize Payroll</i>	

