

TIMESHEET PAYROLL SCHEDULE 2011 - 2012

TAX FORMS/REQUESTS REC'D	PP#	PAYROLL PERIOD	TIMESHEET DUE DATES	PAY DATES
July 5, 2011	1	JUNE 24, 2011 - JULY 7, 2011	July 7, 2011	July 22, 2011
July 18, 2011	2	JULY 8, 2011 - JULY 21, 2011	July 21, 2010	August 5, 2011
August 1, 2011	3	JULY 22, 2011 - AUGUST 4, 2011	August 4, 2011	August 19, 2011
August 15, 2011	4	AUGUST 5, 2011 - AUGUST 18, 2011	August 18, 2011	September 2, 2011
August 29, 2011	5	AUGUST 19, 2011 - SEPTEMBER 1, 2011	September 1, 2011	September 16, 2011
September 12, 2011	6	SEPTEMBER 2, 2011 - SEPTEMBER 15, 2011	September 15, 2011	September 30, 2011
September 26, 2011	7	SEPTEMBER 16, 2011- SEPTEMBER 29, 2011	September 29, 2011	October 14, 2011
October 11, 2011	8	SEPTEMBER 30, 2011 - OCTOBER 13, 2011	October 13, 2011	October 28, 2011
October 24, 2011	9	OCTOBER 14, 2011 - OCTOBER 27, 2011	October 27, 2011	November 10, 2011
November 7, 2011	10	OCTOBER 28, 2011 - NOVEMBER 10, 2011	November 10, 2011	November 23, 2011
November 21, 2011	11	NOVEMBER 11, 2011 - NOVEMBER 23, 2011	November 23, 2011	December 9, 2011
** November 21, 2011	12	NOVEMBER 25, 2011 - DECEMBER 1, 2011	December 1, 2011	December 22, 2011
** November 28, 2011	13	DECEMBER 2, 2011 - DECEMBER 15, 2011	December 15, 2011	January 6, 2012
December 12, 2011	14	DECEMBER 16, 2011 - JANUARY 5, 2012	January 5, 2012	January 20, 2012
January 2, 2012	15	JANUARY 6, 2012 - JANUARY 19, 2012	January 19, 2012	February 3, 2012
January 16, 2012	16	JANUARY 20, 2012 - FEBRUARY 2, 2012	February 2, 2012	February 17, 2012
January 30, 2012	17	FEBRUARY 3, 2012 - FEBRUARY 16, 2012	February 16, 2012	March 2, 2012
February 13, 2012	18	FEBRUARY 17, 2012 - MARCH 1, 2012	March 1, 2012	March 16, 2012
February 27, 2012	19	MARCH 2, 2012 - MARCH 15, 2012	March 15, 2012	March 30, 2012
March 12, 2012	20	MARCH 16, 2012 - MARCH 29, 2012	March 29, 2012	April 13, 2012
March 26, 2011	21	MARCH 30, 2012 - APRIL 12, 2012	April 12, 2012	April 27, 2012
April 9, 2012	22	APRIL 13, 2012 - APRIL 26, 2012	April 26, 2012	May 11, 2012
April 23, 2012	23	APRIL 27, 2012 - MAY 10, 2012	May 10, 2012	May 25, 2012
May 7, 2012	24	MAY 11, 2012 - MAY 24, 2012	May 24, 2012	June 8, 2012
May 21, 2012	25	MAY 25, 2012 - JUNE 7, 2012	June 7, 2012	June 22, 2012
June 4, 2012	26	JUNE 8, 2012 - JUNE 21, 2012	June 21, 2012	July 6, 2012

**** PLEASE NOTE EARLY SUBMISSION DUE TO HOLIDAYS**

THE FOLLOWING ARE PRATT INSTITUTE'S HOLIDAYS

September 5, 2011 - Labor Day	February 20, 2012 - President's Day*	January 16, 2012 - Martin Luther King Day
October 10, 2011 - Columbus Day*	MARCH 31, 2012 - Spring Holiday*	
November 24-25, 2011 Thanksgiving Day	May 28, 2012 - Memorial Day	
December 23 - January 1, 2012 - Christmas Holiday	July 4, 2012 - Independence Day	

**** On these holidays the administrative offices are closed but classes will be held.**

**** Students may work on these days where appropriate (labs, library, etc..)**

****Students must submit timesheets by 12:00 p.m. on last Thursday of each pay period for approval from your supervisor.**

****Timesheets received late will be processed on the next pay period.**

****November 25, 2011 thru December 1, 2011 is a one week pay period**

**** December 16, 2011 thru January 5, 2012 is a three week pay period**