

# EASTERN KENTUCKY UNIVERSITY 2013-2014 PAYROLL CALENDAR

## JULY 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	H	BW ★★	6
7	8	9	10	11	12	13
14	SM	16	17	18	BW	20
21	22	23	24	25	26	27
28	29	30	SM	31		

NOTE: Due to end of Fiscal Year, time cards/sheets are due in Payroll 12 NOON FRI, July 5, 2013 (pay period 6/23/13 - 7/6/13). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

## AUGUST 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	BW	3
4	5	6	7	8	9	10
11	12	13	14	SM ★	BW	17
18	19	20	21	22	23	24
25	26	27	28	29	BW SM	31

## SEPTEMBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	H	3	4	5	6	7
8	9	10	11	12	BW SM	14
15	16	17	18	19	20	21
22	23	24	25	26	BW	28
29	SM	30				

## OCTOBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	BW ★★	12
13	H	H SM	16	17	18	19
20	21	22	23	24	BW	26
27	28	29	30	SM	31	

NOTE: Due to the Fall Holiday, time cards/sheets are due in Payroll OCT 11, (pay period 9/29/13 - 10/12/13). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

## NOVEMBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	BW	9
10	11	12	13	14	SM	16
17	18	19	20	21	BW ★★	23
24	25	26	EKU	H	SM	30

NOTE: Due to the Thanksgiving Holidays, time cards/sheets are due in Payroll 12 NOON FRI, NOV 22, 2013 (pay period 11/10/13 - 11/23/13). This includes submission and approval of all web time. Late submission will be paid with next available payroll.

## DECEMBER 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	BW	7
8	9	10	11	12	SM	14
15	16	17	18	19	BW ★★	21
22	EKU	H	H	H	H	28
29	H	SM	H	31		

NOTE: Time cards/sheets for 12/8/13-12/21/13 are due in Payroll DEC 20. This includes submission and approval of all web time. Late submission will be paid with next available payroll.

- BW: Bi-Weekly Pay Dates (Check Distribution) Non-Exempt/Hourly Employees
- SM: Semi-Monthly Pay Dates (Check Distribution) Exempt/Salaried Employees
- Note: Pay requests are due on or before Semi-Monthly Pay Dates (SM) to guarantee payment on the following SM pay date.
- ★★ Early submission of time cards

- : Date time cards due in Payroll indicated by screen inside date
- : End of Bi-Weekly Pay Period indicated by white block around date
- H : Holidays (Subject to Presidential approval)
- ★ Faculty pay dates
- Note: First pay: August 15, 2013; Last pay: May 30, 2014

**EKU** EKU days -  
Gift of time from the President  
- report on time cards as EKU

First scheduled pay for part-time faculty: First scheduled pay for Graduate Assistant:  
--August 30, 2013  
--January 31, 2014

These dates are assuming all required paperwork has been received by Human Resources by the cutoff dates.

# EASTERN KENTUCKY UNIVERSITY 2013-2014 PAYROLL CALENDAR

## JANUARY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Christmas Break ends January 3, 2014. Return to campus Monday, January 6, 2014. Timecard Due Mon., January 6, 2014						
	<b>H</b> 1	<b>EKU</b> 2	<b>BW EKU</b> 3			4
5	6	7	8	9	10	11
12	13	14	<b>SM</b> 15	16	<b>BW</b> 17	18
19	<b>H</b> 20	21	22	23	24	25
26	27	28	29	30	<b>BW SM</b> 31	

## FEBRUARY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10	11	12	13	<b>BW SM</b> 14	15
16	17	18	19	20	21	22
23	24	25	26	27	<b>BW SM</b> 28	

## MARCH 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	<b>EKU</b> 10	<b>EKU</b> 11	<b>EKU</b> 12	<b>EKU</b> 13	<b>BW SM EKU</b> 14	15
16	17	18	19	20	21	22
23	24	25	26	27	<b>BW</b> 28	29
30	<b>SM</b> 31					

## APRIL 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	<b>BW</b> 11	12
13	14	<b>SM</b> 15	16	17	18	19
20	21	22	23	24	<b>BW</b> 25	26
27	28	29	<b>SM</b> 30			

## MAY 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	<b>BW</b> 9	10
11	12	13	14	<b>SM</b> 15	16	17
18	19	20	21	22	<b>BW</b> 23	24
25	<b>H</b> 26	27	28	29	<b>SM</b> ★ 30	31

## JUNE 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	<b>BW</b> 6	7
8	9	10	11	12	<b>SM</b> 13	14
15	16	17	18	19	<b>BW</b> 20	21
22	23	24	25	26	27	28
29	<b>SM</b> 30					

**BW:** Bi-Weekly Pay Dates (Check Distribution)  
Non-Exempt/Hourly Employees  
**SM:** Semi-Monthly Pay Dates (Check Distribution)  
Exempt/Salaried Employees  
Note: Pay requests are due on or before  
Semi-Monthly Pay Dates (SM) to guarantee  
payment on the following SM pay date.  
★★ Early submission of time cards

■ : Date time cards due in Payroll indicated by  
screen inside date  
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block around date  
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Human Resources by the cutoff dates.