

2011 Payroll Calendar for Hourly Employees

Timesheets Due by 9:00 a.m. on Processing Date!!!

| <u>Pay Period</u> | <u>Processing Date</u> | | <u>Pay Date</u> | | <u>Comments</u> |
|-------------------|------------------------|------------|-----------------|------------|-------------------------------------|
| 12/27 - 01/09 | Monday | 01/10/2011 | Friday | 01/14/2011 | New Year's Day 01/01 |
| 01/10 - 01/24 | Tuesday | 01/25/2011 | Monday | 01/31/2011 | Martin Luther King Day 01/17 |
| 01/25 - 02/08 | Wednesday | 02/09/2011 | Tuesday | 02/15/2011 | |
| 02/09 - 02/21 | Tuesday | 02/22/2011 | Monday | 02/28/2011 | President's Day 02/21 |
| 02/22 - 03/08 | Wednesday | 03/09/2011 | Tuesday | 03/15/2011 | |
| 03/09 - 03/24 | Friday | 03/25/2011 | Thursday | 03/31/2011 | |
| 03/25 - 04/10 | Monday | 04/11/2011 | Friday | 04/15/2011 | |
| 04/11 - 04/24 | Monday | 04/25/2011 | Friday | 04/29/2011 | Good Friday 04/22 |
| 04/25 - 05/08 | Monday | 05/09/2011 | Friday | 05/13/2011 | |
| 05/09 - 05/23 | Tuesday | 05/24/2011 | Tuesday | 05/31/2011 | |
| 05/24 - 06/08 | Thursday | 06/09/2011 | Wednesday | 06/15/2011 | Memorial Day 05/30 |
| 06/09 - 06/23 | Friday | 06/24/2011 | Thursday | 06/30/2011 | |
| 06/24 - 07/10 | Monday | 07/11/2011 | Friday | 07/15/2011 | Independence Day 07/04 |
| 07/11 - 07/24 | Monday | 07/25/2011 | Friday | 07/29/2011 | |
| 07/25 - 08/08 | Tuesday | 08/09/2011 | Monday | 08/15/2011 | |
| 08/09 - 08/24 | Thursday | 08/25/2011 | Wednesday | 08/31/2011 | |
| 08/25 - 09/08 | Friday | 09/09/2011 | Thursday | 09/15/2011 | Labor Day 09/05 |
| 09/09 - 09/25 | Monday | 09/26/2011 | Friday | 09/30/2011 | |
| 09/26 - 10/06 | Friday | 10/07/2011 | Friday | 10/14/2011 | |
| 10/07 - 10/24 | Tuesday | 10/25/2011 | Monday | 10/31/2011 | Columbus Day 10/10 |
| 10/25 - 11/07 | Tuesday | 11/08/2011 | Tuesday | 11/15/2011 | |
| 11/08 - 11/20 | Tuesday | 11/22/2011 | Wednesday | 11/30/2011 | Veteran's Day 11/11 |
| 11/21 - 12/08 | Friday | 12/09/2011 | Thursday | 12/15/2011 | Thanksgiving Recess (11/23 - 11/27) |
| 12/09 - 12/25 | Monday | 12/26/2011 | Friday | 12/30/2011 | Christmas Recess (12/19 - 01/02) |

Philander Smith College 2011 Hourly Payroll Calendar

CD = Check Date

PD = Processing Date

HOL = Holiday

WE = Weekend

January

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----------|--|-----|-----|----------|----------|----------|
| | | | | | HOL 1 | WE 2 |
| 3 | 4 | 5 | 6 | 7 | WE 8 | WE 9 |
| PD 10 | 11 | 12 | 13 | CD 14 | WE 15 | WE 16 |
| HOL 17 | 18 | 19 | 20 | 21 | WE 22 | WE 23 |
| 24 | PD 25 | 26 | 27 | 28 | WE 29 | WE 30 |
| CD 31 | January 1st - New Year's Day | | | | | |
| | January 17th - Martin Luther King, Jr. Day | | | | | |

February

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----------|---------------------------------|---------|-----|-----|----------|----------|
| | 1 | 2 | 3 | 4 | WE 5 | WE 6 |
| 7 | 8 | PD 9 | 10 | 11 | WE 12 | WE 13 |
| 14 | CD 15 | 16 | 17 | 18 | WE 19 | WE 20 |
| HOL 21 | PD 22 | 23 | 24 | 25 | WE 26 | WE 27 |
| CD 28 | February 21st - President's Day | | | | | |

March

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|----------|---------|----------|----------|----------|----------|
| | 1 | 2 | 3 | 4 | WE 5 | WE 6 |
| 7 | 8 | PD 9 | 10 | 11 | WE 12 | WE 13 |
| 14 | CD 15 | 16 | 17 | 18 | WE 19 | WE 20 |
| 21 | 22 | 23 | 24 | PD 25 | WE 26 | WE 27 |
| 28 | 29 | 30 | CD 31 | | | |

April

| MON | TUE | WED | THU | FRI | SAT | SUN |
|----------|-----|-----|-----|-----------|----------|-----------------------------|
| | | | | 1 | WE 2 | WE 3 |
| 4 | 5 | 6 | 7 | 8 | WE 9 | WE 10 |
| PD 11 | 12 | 13 | 14 | CD 15 | WE 16 | WE 17 |
| 18 | 19 | 20 | 21 | HOL 22 | WE 23 | WE 24 |
| PD 25 | 26 | 27 | 28 | CD 29 | WE 30 | April 22nd - Good Friday |

May

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----------|----------|-------------------------|-----|----------|----------|----------|
| | | | | | WE 6 | WE 1 |
| 2 | 3 | 4 | 5 | 6 | WE 7 | WE 8 |
| PD 9 | 10 | 11 | 12 | CD 13 | WE 14 | WE 15 |
| 16 | 17 | 18 | 19 | 20 | WE 21 | WE 22 |
| 23 | PD 24 | 25 | 26 | 27 | WE 28 | WE 29 |
| HOL 30 | CD 31 | May 30th - Memorial Day | | | | |

June

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|-----|----------|----------|----------|----------|----------|
| | | 1 | 2 | 3 | WE 4 | WE 5 |
| 6 | 7 | 8 | PD 9 | 10 | WE 11 | WE 12 |
| 13 | 14 | CD 15 | 16 | 17 | WE 18 | WE 19 |
| 20 | 21 | 22 | 23 | PD 24 | WE 25 | WE 26 |
| 27 | 28 | 29 | CD 30 | | | |

**Philander Smith College
2011 Hourly Payroll Calendar**

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WE = Weekend

July

| MON | TUE | WED | THU | FRI | SAT | SUN |
|----------|-----|-----|-----|----------|----------|----------|
| | | | | 1 | WE 2 | WE 3 |
| HOL 4 | 5 | 6 | 7 | 8 | WE 9 | WE 10 |
| PD 11 | 12 | 13 | 14 | CD 15 | WE 16 | WE 17 |
| 18 | 19 | 20 | 21 | 22 | WE 23 | WE 24 |
| PD 25 | 26 | 27 | 28 | CD 29 | WE 30 | WE 31 |

July 4th - Independence Day

August

| MON | TUE | WED | THU | FRI | SAT | SUN |
|----------|---------|----------|----------|-----|----------|----------|
| 1 | 2 | 3 | 4 | 5 | WE 6 | WE 7 |
| 8 | PD 9 | 10 | 11 | 12 | WE 13 | WE 14 |
| CD 15 | 16 | 17 | 18 | 19 | WE 20 | WE 21 |
| 22 | 23 | 24 | PD 25 | 26 | WE 27 | WE 28 |
| 29 | 30 | CD 31 | | | | |

September

| MON | TUE | WED | THU | FRI | SAT | SUN |
|----------|-----|-----|----------|----------|------------------------------|----------|
| | | | 1 | 2 | WE 3 | WE 4 |
| HOL 5 | 6 | 7 | 8 | PD 9 | WE 10 | WE 11 |
| 12 | 13 | 14 | CD 15 | 16 | WE 17 | WE 18 |
| 19 | 20 | 21 | 22 | 23 | WE 24 | WE 25 |
| PD 26 | 27 | 28 | 29 | CD 30 | September 5th - Labor Day | |

October

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----------|-----------------------------|-----|-----|----------|----------|----------|
| | | | | | WE 1 | WE 2 |
| 3 | 4 | 5 | 6 | PD 7 | WE 8 | WE 9 |
| HOL 10 | 11 | 12 | 13 | CD 14 | WE 15 | WE 16 |
| 17 | 18 | 19 | 20 | 21 | WE 22 | WE 23 |
| 24 | PD 25 | 26 | 27 | 28 | WE 29 | WE 30 |
| CD 31 | October 10th - Columbus Day | | | | | |
| | October 31st - Halloween | | | | | |

November

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----|----------|-----------|--------------------------------------|-----------|-----------|-----------|
| | 1 | 2 | 3 | 4 | WE 5 | WE 6 |
| 7 | PD 8 | 9 | 10 | HOL 11 | WE 12 | WE 13 |
| 14 | CD 15 | 16 | 17 | 18 | WE 19 | WE 20 |
| 21 | PD 22 | HOL 23 | HOL 24 | HOL 25 | HOL 26 | HOL 27 |
| 28 | 29 | CD 30 | November 11th - Veteran's Day | | | |
| | | | Nov 23rd - 27th - Thanksgiving Break | | | |

December

| MON | TUE | WED | THU | FRI | SAT | SUN |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | 1 | 2 | WE 3 | WE 4 |
| 5 | 6 | 7 | 8 | PD 9 | WE 10 | WE 11 |
| 12 | 13 | 14 | CD 15 | 16 | WE 17 | WE 18 |
| HOL 19 | HOL 20 | HOL 21 | HOL 22 | HOL 23 | HOL 24 | HOL 25 |
| PD 26 | HOL 27 | HOL 28 | HOL 29 | CD 30 | HOL 31 | |

December 19th - January 2nd - Christmas Break