

FISCAL YEAR 2012 MONTHLY PERSONNEL DOCUMENTS AND OVERLOAD CONTRACTS SUBMISSION SCHEDULE

Please submit by the deadline dates below:

- **Monthly** Faculty/Staff new hire and rehire documents and personnel information changes (W-4, name, address, retirement plan deductions, medical benefits, etc.) to the **HUMAN RESOURCES** department.
- **Monthly** Faculty/Staff Overload contracts to **LISA CAVALLI**.
- **Monthly** Leave requests and non-exempt (overtime eligible) timesheets approved by the 5th of the following month in **THE ROCK PORTAL**.

Deadlines by 5 PM on date listed

	HR Docs 2011	Contracts 2011	Pay Date 2011	Monthly Hrs 2011	Holidays 2011
JUL	Jul 6	Jul 6	Jul 29	168	Mon, Jul 4
AUG	Aug 9	Aug 9	Aug 31	184	
SEP	Sep 8	Sep 8	Sep 30	176	Mon, Sep 5
OCT	Oct 6	Oct 6	Oct 31	168	
NOV	Nov 7	Nov 7	Nov 30	176	Thu, Nov 24
DEC	Nov 30	Nov 30	Dec 30	176	Dec 26-30
	HR Docs 2012	Contracts 2012	Pay Date 2012	Monthly Hrs 2012	Holidays 2012
JAN	Jan 9	Jan 9	Jan 31	176	Mon, Jan 2
FEB	Feb 6	Feb 6	Feb 29	168	
MAR	Mar 9	Mar 9	Mar 30	176	
APR	Apr 9	Apr 9	Apr 30	168	
MAY	May 9	May 9	May 31	184	Mon, May 28
JUN	Jun 8	Jun 8	Mon, Jul 2 *	168	
* PLEASE NOTE: LAST PAY OF FY 12 WILL BE JULY 2					

Monthly Hours = total hours in month for time reporting. All non-overtime hours should add up to the respective Monthly Hours each month. **Applies generally to day shift, 100% appointment employees; part-time appointment and 2nd or 3rd shift total hours may be different.**

Documents received after due dates will be processed for the payroll in the following month.

Please contact Human Resources or Payroll staff member if you have questions.