

2009 Monthly HR Calendar (non-business center)

created 12/29/2008

	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
January	1*	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19**	20	21	22	23	24	25	26	27	28	29	30	31
	*New Years Day		**Martin Luther King Jr. Day		International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in February ↗																										
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28			
	International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in March ↗																														
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in April ↗																														
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in May ↗																														
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25*	26	27	28	29	30	31
	*Memorial Day		International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in June ↗																												
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in July ↗																														
July	1	2	3*	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	*Independence Day observed		International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in August ↗																												
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in September ↗																														
September	1	2	3	4	5	6	7*	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
	*Labor Day		International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in October ↗																												
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
	International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in November ↗																														
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26*	27**	28	29	30	
	*Thanksgiving		**Holiday		International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in December ↗																										
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24*	25**	26	27	28	29	30	31
	*Christmas Eve (Closed, **Christmas Day		International Student & Faculty Svcs (ISFS) suggests submit by this date for pay in January '09 ↗																												

Key to color designations

- around 9 Department deadline to HR Employee Records & Information for completed paperwork and timesheets.
- between 11th-26th Core HR & Payroll offices are blocked from entering current month paperwork while payroll is processing (including during PYAHOURL). They can continue inputting future data until processing is finished, then complete late "current" month paperwork.
- around 16-19 PYAHOURL is Open
- around 21-24 Redistributions due to Payroll
- around 24-28 Submit to Intl for next month pay
- around 28-31 Payday