

Space Physics Research Group

Timecard and Payroll Schedule (due dates for Summer/Fall 2012)

Completed timecards should be placed in the envelope outside Room 303.

Payroll schedule for employees paid on the 1st of the month.

<u>Month of Earnings</u>	<u>Timecards Due</u>	<u>Check Release Date</u>
July 2012	Tuesday, June 26	August 1, 2012
August 2012	Wednesday, July 25	August 31, 2012
September 2012	Friday, August 24	October 1, 2012
October 2012	Tuesday, September 25	November 1, 2012
November 2012	Thursday, October 25	November 30, 2012
December 2012	Monday, November 19	January 2, 2012

Payroll schedule for employees paid on the 8th of the month. (undergraduates and other "casual" employees*)

<u>Month of Earnings</u>	<u>Timecards Due</u>	<u>Check Release Date</u>
July 2012	Monday, July 9	August 8, 2012
August 2012	Tuesday, August 7	September 7, 2012
September 2012	Thursday, September 6	October 8, 2012
October 2012	Monday, October 8	November 8, 2012
November 2012	Tuesday, November 6	December 7, 2012
December 2012	Monday, December 3	January 8, 2013

****Undergrads are required to submit a timecard each month during their employment at SSL.***