

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

January 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 NEW YEAR'S DAY	2	3	4	5
6	7 Leave Sheets Due from Employees	8	9	10	11	12
13	14	15 Complete Changes in Banner	16 Hourly & Exception Timesheets Due	17 Begin Time Entry	18 Process Initial Payroll	19
20	21 MARTIN LUTHER KING JR. HOLIDAY	22	23 Process Final Payroll	24 Print Checks & Earnings Statements	25 12 pm ACH-CO	26
27	28 5pm deletes	29 ACH to Treasury Fed Ex Eugene Payroll	30 Payroll in US Mail	31 Payday		

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

February 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 Leave Sheets Due from Employees	8	9
10	11	12	13	14 Complete Changes in Banner	15 Begin Time Entry Hourly & Exception Timesheets Due	16
17	18	19 Process Initial Payroll	20	21 Process Final Payroll	22 Print Checks & Earnings Statements	23
24	25 12 pm ACH-CO	26 5pm deletes	27 ACH to Treasury Fed Ex Eugene Payroll	28 Payroll in US Mail	29 Payday	

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

March 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Leave Sheets Due from Employees	8
9	10	11	12	13	14 Complete Changes in Banner Hourly & Exception Timesheets Due	15
16	17 Begin Time Entry	18	19 Process Initial Payroll	20	21 Process Final Payroll	22
23	24 Print Checks & Earnings Statements	25 12 pm ACH-CO Fed Ex Eugene Payroll	26 5pm deletes	27 ACH to Treasury	28 Payroll in US Mail	29
30	31 Payday					

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

April 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Leave Sheets Due from Employees	8	9	10	11	12
13	14	15 Complete Changes in Banner	16 Hourly & Exception Timesheets Due	17 Begin Time Entry	18 Process Initial Payroll	19
20	21	22 Process Final Payroll	23 Print Checks & Earnings Statements	24 12 pm ACH-CO	25 5pm deletes	26
27	28 ACH to Treasury Fed Ex Eugene Payroll	29 Payroll in US Mail	30 Payday			

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

May 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7 Leave Sheets Due from Employees	8	9	10
11	12	13	14	15 Complete Changes in Banner	16 Begin Time Entry Hourly & Exception Timesheets Due	17
18	19 Process Initial Payroll	20	21 Process Final Payroll	22 Print Checks & Earnings Statements	23 12 pm ACH-CO	24
25	26 MEMORIAL DAY	27 5pm deletes	28 ACH to Treasury Fed Ex Eugene Payroll	29 Payroll in US Mail	30 Payday	31

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

June 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9 Leave Sheets Due from Employees	10	11	12	13 Complete Changes in Banner	14
15	16 Begin Time Entry Hourly & Exception Timesheets Due	17	18 Process Initial Payroll	19	20 Process Final Payroll	21
22	23 Print Checks & Earnings Statements	24 12 pm ACH-CO	25 5pm deletes	26 ACH to Treasury Fed Ex Eugene Payroll	27 Payroll in US Mail	28
29	30 Payday					

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

July 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4 INDEPENDENCE DAY	5
6	7 Leave Sheets Due from Employees	8	9	10	11	12
13	14	15 Complete Changes in Banner	16 Hourly & Exception Timesheets Due	17 Begin Time Entry	18	19
20	21 Process Initial Payroll	22	23 Process Final Payroll	24 Print Checks & Earnings Statements	25 12 pm ACH-CO	26
27	28 5pm deletes	29 ACH to Treasury Fed Ex Eugene Payroll	30 Payroll in US Mail	31 Payday		

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

August 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7 Leave Sheets Due from Employees	8	9
10	11	12	13	14 Complete Changes in Banner	15 Begin Time Entry Hourly & Exception Timesheets Due	16
17	18	19 Process Initial Payroll	20	21 Process Final Payroll	22 Print Checks & Earnings Statements	23
24	25 12 pm ACH-CO	26 5pm deletes	27 ACH to Treasury Fed Ex Eugene Payroll	28 Payroll in US Mail	29 Payday	30
31						

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

September 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR DAY	2	3	4	5	6
7	8 Leave Sheets Due from Employees	9	10	11	12	13
14	15 Complete Changes in Banner	16 Begin Time Entry Hourly & Exception Timesheets Due	17	18 Process Initial Payroll	19	20
21	22 Process Final Payroll	23 Print Checks & Earnings Statements	24 12 pm ACH-CO	25 5pm deletes	26 ACH to Treasury Fed Ex Eugene Payroll	27
28	29 Payroll in US Mail	30 Payday				

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

October 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 Leave Sheets Due from Employees	8	9	10	11
12	13	14	15 Complete Changes in Banner	16 Hourly & Exception Timesheets Due	17 Begin Time Entry	18
19	20	21 Process Initial Payroll	22	23 Process Final Payroll	24 Print Checks & Earnings Statements	25
26	27 12 pm ACH-CO	28 5pm deletes	29 ACH to Treasury Fed Ex Eugene Payroll	30 Payroll in US Mail	31 Payday	

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

November 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
9	10 Leave Sheets Due from Employees	11	12	13 Complete Changes in Banner	14 Begin Time Entry Hourly & Exception Timesheets Due	15
16	17 Process Initial Payroll	18	19 Process Final Payroll	20 12 pm ACH-CO Print Checks & Earnings Statements	21 5pm deletes	22
23	24 ACH to Treasury Fed Ex Eugene Payroll	25 Payroll in US Mail	26 Payday	27 THANKSGIVING	28 HOLIDAY	29
30						

2008 CHANCELLOR'S OFFICE PAYROLL CALENDAR

December 2008

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8 Leave Sheets Due from Employees	9	10	11	12	13
14	15 Complete Changes in Banner	16 Begin Time Entry Hourly & Exception Timesheets Due	17	18 Process Initial Payroll	19	20
21	22 Process Final Payroll	23 12 pm ACH-CO Print Checks & Earnings Statements	24	25 CHRISTMAS HOLIDAY	26 5pm deletes	27
28	29 ACH to Treasury Fed Ex Eugene Payroll	30 Payroll in US Mail	31 Payday			