

VITERBO UNIVERSITY
PAYROLL PERIODS AND PAYDATES

2011 - 2012

Viterbo University employees are paid twice monthly, on the 6th and 21st of each month. When payday falls on a weekend or holiday, the checks will be issued on the closest working day. The normal pay period begins on the 1st and 16th of each month. New employees must have a completed W-4 and I-9 form on file in the Business Office before a payroll check can be processed. Student employment is coordinated with the Financial Aid Office.

Hourly personnel and student employees must complete a timecard before being paid. **Timecards must be signed by both employee and supervisor and brought to the Business Office by 9:30 a.m. on the day indicated below.** Late timecards will be processed on the following pay period.

PAYROLL ADVANCES WILL NOT BE ISSUED FOR LATE TIMECARDS!!!

Payroll advices are available for viewing on Vitnet on payday. Student employees (not on direct deposit) may pick up their paychecks in the Business Office on payday.

PAY PERIOD START DATE	PAY PERIOD END DATE	TIMECARDS DUE	PAYDAY
June 16, 2011	June 30	June 28	July 6
July 1	July 15	July 15	July 21
July 16	July 31	July 29	August 5
August 1	August 15	August 15	August 22
August 16	August 31	August 29	September 6
September 1	September 15	September 14	September 21
September 16	September 30	September 29	October 6
October 1	October 15	October 14	October 21
October 16	October 31	October 31	November 7
November 1	November 15	November 14	November 21
November 16	November 30	November 29	December 6
December 1	December 15	December 14	December 21
December 16	December 31	December 21	January 6
January 1, 2012	January 15	January 16	January 20
January 16	January 31	January 30	February 6
February 1	February 15	February 14	February 21
February 16	February 29	February 28	March 6
March 1	March 15	March 14	March 21
March 16	March 31	March 29	April 5
April 1	April 15	April 13	April 20
April 16	April 30	April 30	May 7
May 1	May 15	May 14	May 21
May 16	May 31	May 30	June 6
June 1	June 15	June 14	June 21