

NAU 2003-2004 PAYROLL SCHEDULE

This schedule will vary with HOLIDAY and NAU closures. See Deadline Calendar & Memos for changes at the following web site - <http://jan.ucc.nau.edu/~hr/Home/Calendars/Payroll/index.php>

RUNID	PAYPERIOD BEGINNING	PAYPERIOD ENDING	PAYDAY	Employment Forms to Payroll (SWEA, PAR, Supplementa;s,New Hires, etc.) Deadline 4:30 pm	SEE CODES	On Line Timesheet Deadline (by 10A.m.	INSURANCE EFFECTIVE DATES	
G01	06/23/03	07/06/03	07/11/03	07/01/03	H	07/03/03	07/01/03	07/15/03
Closed Fri July 4, Docs due Tues 7/1, OLT open Thurs 7/3, closes Mon 7/7								
G02	07/07/03	07/20/03	07/25/03	07/16/03		07/21/03	07/16/03	07/31/03
G03	07/21/03	08/03/03	08/08/03	07/30/03		08/04/03	08/01/03	08/15/03
G04	08/04/03	08/17/03	08/22/03	08/13/03		08/18/03	08/16/03	08/31/03
FIRST PAY WARRANT OF 2003-2004 ACADEMIC YEAR								
G05	08/18/03	08/31/03	09/05/03	08/26/03	H	08/29/03	09/01/03	09/15/03
Closed Labor Day Mon 9/1, Docs due Tues 8/26, OLT opens Thurs 8/28, closes Fri 8/29								
G06	09/01/03	09/14/03	09/19/03	09/10/03		09/15/03	09/16/03	09/30/03
G07	09/15/03	09/28/03	10/03/03	09/24/03		09/29/03	10/01/03	10/15/03
G08	09/29/03	10/12/03	10/17/03	10/08/03		10/13/03	10/16/03	10/31/03
G09	10/13/03	10/26/03	10/31/03	10/22/03	\$	10/27/03	No Deductions	
G10	10/27/03	11/09/03	11/14/03	11/04/03	H	11/07/03	11/01/03	11/15/03
Closed Veterans Day, Tues 11/11, Docs due Tues 11/4, OLT opens Thurs 11/6, closes Fri 11/7								
G11	11/10/03	11/23/03	11/26/03	11/17/03	H	11/20/03	11/16/03	11/30/03
Closed Thanksgiving Nov 27-28, Docs due Mon 11/17, OLT opens Wed 11/19, closes Thurs 11/20								
G12	11/24/03	12/07/03	12/12/03	12/03/03		12/04/03	12/01/03	12/15/03
G13	12/08/03	12/21/03	12/24/03	12/10/03	H	12/18/03	12/16/03	12/31/03
Closed Christmas 12/25-1/1/04, Dates moved up one week, Docs due Wed 12/10, OLT opens Tues 12/16, closes Thurs 12/18								
G14	12/22/03	01/04/04	01/09/04	01/09/04	H	01/06/04	01/01/04	01/15/04
After Holiday Closure For Payday 1/9 - Fri Doc's due 1/2, OLT opens Mon 1/5, closes Tues 1/6								
G15	01/05/04	01/18/04	01/23/04	01/13/04		01/16/04	01/16/04	01/31/04
Closed MLK, Mon 1/19, Docs due Tues 1/13, OLT opens Thurs 1/15, closes Fri 1/16								
G16	01/19/04	02/01/04	02/06/04	01/28/04	H	02/02/04	02/01/04	02/15/04
G17	02/02/04	02/15/04	02/20/04	02/11/04		02/16/04	02/16/04	02/29/04
G18	02/16/04	02/29/04	03/05/04	02/25/04		03/01/04	03/01/04	03/15/04
G19	03/01/04	03/14/04	03/19/04	03/10/04		03/15/04	03/16/04	03/31/04
G20	03/15/04	03/28/04	04/02/04	03/24/04		03/29/04	04/01/04	04/15/04
G21	03/29/04	04/11/04	04/16/04	04/07/04		04/12/04	04/16/04	04/30/04
G22	04/12/04	04/25/04	04/30/04	04/21/04	\$	04/26/04	No Deductions	
G23	04/26/04	05/09/04	05/14/04	05/05/04		05/10/04	05/01/04	05/15/04
G24	05/10/04	05/23/04	05/28/04	05/19/04		05/24/04	05/16/04	05/31/04
Closed Memorial Day, Mon 5/31, Regular Schedule for Payroll								
G25	05/24/04	06/06/04	06/11/04	06/02/04	H	06/07/04	06/01/04	06/15/04
G26	06/07/04	06/20/04	06/25/04	06/16/04		06/21/04	06/16/04	06/30/04
Fiscal Year End								
H01	06/21/04	07/04/04	07/09/04	06/29/04		07/02/04	07/01/04	07/15/04
Closed Independence Day Mon 7/5, Docs due Tues 6/29, OLT opens Thurs 7/1, Closes Fri 7/2								
H02	07/05/04	07/18/04	07/23/04	07/14/04		07/19/04	07/16/04	07/31/04
H03	07/19/04	08/01/04	08/06/04	07/28/04		08/02/04	08/01/04	08/15/04
H04	08/02/04	08/15/04	08/20/04	08/11/04		08/16/04	08/16/04	08/31/04
FIRST PAY WARRANT OF 2003-2004 ACADEMIC YEAR								
H05	08/16/04	08/29/04	09/03/04	08/25/04		08/30/04	09/01/04	09/15/04
Closed Labor Day Mon 9/6, Regular Schedule for Payroll								
H06	08/30/04	09/12/04	09/17/04	09/08/04	H	09/13/04	09/16/04	09/30/04
H07	09/13/04	09/26/04	10/01/04	09/22/04		09/27/04	10/01/04	10/15/04
H08	09/27/04	10/10/04	10/15/04	10/06/04		10/11/04	10/16/04	10/31/04
H09	10/11/04	10/24/04	10/29/04	10/20/04	\$	10/25/04	No Deductions	
H10	10/25/04	11/07/04	11/12/04	11/03/04		11/08/04	11/01/04	11/15/04
H	Due to holidays time slips will be entered early				<i>Highlight denotes change in deadlines</i>			
\$	No deductions, third pay warrant in month							

On line time entry **REGULAR SCHEDULE** is to open the Friday after payday at 8 a.m. and close the following Monday at 10 a.m.