

NewHampshire **INSTITUTE** of Art

Calendar Year 2012

TIMESHEETS DUE, MONTHLY ATTENDANCE SHEETS DUE & FACULTY PAY DATES

Pay Period Start and End Dates	TIMESHEET DUE TO PAYROLL BY 9:00 AM DATE	Bi-Weekly PAY DATES	FACULTY PAY DATES	Messages From Payroll
Start Date: 12/25/11 Wk 1 End Date: 01/07/12 Wk 2	Monday 01/09/2012	Thursday 01/12/12	NO	*DEC 12 monthly time & attendance sheets due by 1/14
Start Date: 01/08/12 Wk 1 End Date: 01/21/12 Wk 2	Monday 01/23/2012	Thursday 01/26/12	YES	
Start Date: 01/22/12 Wk 1 End Date: 02/04/12 Wk 2	Monday 02/06/12	Thursday 02/09/12	NO	*JAN 12 monthly time & attendance sheets due by 2/12
Start Date: 02/05/12 Wk 1 End Date: 02/18/12 Wk 2	*FRIDAY* *02/17/12*	Thursday 02/23/12	YES	
Start Date: 02/19/12 Wk 1 End Date: 03/03/12 Wk 2	Monday 03/05/12	Thursday 03/08/12	NO	*FEB 12 monthly time & attendance sheets due by 3/12
Start Date: 03/04/12 Wk 1 End Date: 03/17/12 Wk 2	Monday 03/19/12	Thursday 03/22/12	YES	
Start Date: 03/18/12 Wk1 End Date: 03/31/12 Wk2	Monday 04/02/12	Thursday 04/05/12	NO	*MAR 12 monthly time & attendance sheets due by 4/8
Start Date: 04/01/12 Wk1 End Date: 04/14/12 Wk2	Monday 04/16/12	Thursday 04/19/12	YES	
Start Date: 04/15/12 Wk1 End Date: 04/28/12 Wk2	Monday 04/30/12	Thursday 05/03/12	NO	*APR 12 monthly time & attendance sheets due by 5/6
Start Date: 04/29/12 Wk1 End Date: 05/12/12 Wk2	Monday 05/14/12	Thursday 05/17/12	YES	
Start Date: 05/13/12 Wk1 End Date: 05/26/12 Wk2	*FRIDAY* *05/25/12*	Thursday 05/31/12	NO	*MAY 12 monthly time & attendance sheets due by 6/3
Start Date: 05/27/12 Wk1 End Date: 06/09/12 Wk2	Monday 06/11/12	Thursday 06/14/12	NO	
Start Date: 06/10/12 Wk1 End Date: 06/23/12 Wk2	Monday 06/25/12	Thursday 06/28/12	YES	
Start Date: 06/24/12 Wk1 End Date: 07/07/12 Wk2	Monday 07/09/12	Thursday 07/12/12	NO	*JUNE 12 monthly time & attendance sheets due by 7/15
Start Date: 07/08/12 Wk1 End Date: 07/21/12 Wk2	Monday 07/23/12	Thursday 07/26/12	YES	
Start Date: 07/22/12 Wk1 End Date: 08/04/12 Wk2	Monday 08/06/12	Thursday 08/09/12	NO	*JULY 12 monthly time & attendance sheets due by 8/12
Start Date: 08/05/12 Wk1 End Date: 08/18/12 Wk2	Monday 08/20/12	Thursday 08/23/12	YES	
Start Date: 08/19/12 Wk1 End Date: 09/01/12 Wk2	FRIDAY *08/31/12*	Thursday 09/06/12	NO	*AUG 12 monthly time & attendance sheets due by 9/9
Start Date: 09/02/12 Wk1 End Date: 09/15/12 Wk2	Monday 09/17/12	Thursday 09/20/12	YES	
Start Date: 09/16/12 Wk1 End Date: 09/29/12 Wk2	Monday 10/01/12	Thursday 10/04/12	NO	*SEPT 12 monthly time & attendance sheets due by 10/7

Pay Period Start and End Dates	TIMESHEET DUE TO PAYROLL BY 10AM DATE	Bi-Weekly PAY DATES	FACULTY PAY DATES	Messages From Payroll
Start Date: 09/30/12 Wk1 End Date: 10/13/12 Wk2	Monday 10/15/12	Thursday 10/18/12	YES	
Start Date: 10/14/12 Wk1 End Date: 10/27/12 Wk2	Monday 10/29/12	Thursday 11/01/12	NO	* OCT 12 monthly time & attendance sheets due by 12/4
Start Date: 10/28/12 Wk1 End Date: 11/10/12 Wk2	Monday 11/12/12	Thursday 11/15/12	YES	
Start Date: 11/12/12 Wk1 End Date: 11/24/12 Wk2	Monday 11/26/12	Thursday 11/29/12	NO	* NOV 12 monthly time & attendance sheets due by 12/2
Start Date: 11/25/12 Wk1 End Date: 12/08/12 Wk2	Monday 12/10/12	Thursday 12/13/12	YES	
Start Date: 12/09/12 Wk1 End Date: 12/22/12 Wk2	Timesheets to Payroll by 12/21 for advanced payroll processing	Thursday 12/27/12	NO	*12/27 checks will be distributed on Jan. 2nd. Direct Deposit participants will have funds available in their account(s) on 12/27/12

Timesheets are due by 9:00 AM on the date due for the pay period

Supervisors: It is your responsibility to review each timesheet for accuracy and to remit signed timesheets to the payroll department on the dates listed above **by 9:00AM** on the dates due listed above.

It is very important to adhere to these dates. Paying wages on time is important to us. Failure to remit timesheets on time may lead to a delay in payment of wages.

Accrual Eligible SALARIED/EXEMPT Employees: The last column "Messages From Payroll" lists the dates you monthly time and attendance sheet needs to be submitted to payroll for processing.

If you have any questions, please call Michelle Gagnon at ext. 509. Thank you in advance for your compliance with this procedure.