2013 CALENDAR FOR MONTHLY STAFF & FACULTY

Pay period: 1st through the last day of the month (for example, Jan 1, 2013 - Jan 31, 2013)

Pay day: the last working day of the month (for example, Jan 31, 2013)

NOVEMBER 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	H 12	13	14	T 15	16	17
18	19	20	21	H 22	H 23	24
25	26	27	28	29	P 30	

Nov 5: 2013 United Way KC Campaign Ends
Nov 21: Offices close at NOON

DECEMBER 2012

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	T 10	11	12	13	14	15
16	17	18	19	20	P 21	22
23	H 24	H 25	H 26	H 27	H 28	29
30	H 31					

Dec 21: Payday
Dec 3: Last Class Day
Dec 4-8: Final Exam Week
Dec 9- Jan 6: Winter Break

JANUARY 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		H 1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	T 17	18	19
20	H 21	22	23	24	25	26
27	28	29	30	P 31		

Jan 7: First Day Of Class

FEBRUARY 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	T 14	15	16
17	H 18	19	20	21	22	23
24	25	26	27	P 28		

MARCH 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	T 15	16
17	18	19	20	21	22	23
24	25	26	27	P 28	H 29	30
31						

Mar 18: Last Day Of Class
Mar 19-23: Final Exam Week
Mar 24-31: Spring Break

APRIL 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	T 17	18	19	20
21	22	23	24	25	26	27
28	29	P 30				

April 1: Spring Quarter Begins
April 11: University Mission Day

MAY 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	T 17	18
19	20	21	22	23	24	25
26	H 27	28	29	30	P 31	

JUNE 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	T 17	18	19	20	21	22
23	24	25	26	27	P 28	29
30						

June 10: Last Day Of Class
June 11-15: Final Exam Week
June 17: Leave Report Due
June 24: Summer Quarter Begins (1st 4-wk, 8-wk)

JULY 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
	1	2	3	H 4	H 5	6
7	8	9	10	11	12	13
14	15	S 16	17	T 18	19	20
21	22	23	24	25	26	27
28	29	30	P 31			

July 16: Summer Faculty Payday
July 20: Last Day Of Class (1st 4-wk)
July 22: First Day Of Class (2nd 4-wk)
July 31: FY 14 Staff Salary Implemented

AUGUST 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	S 16	17
18	T 19	20	21	22	23	24
25	26	27	28	29	P 30	31

Aug 16: Summer Faculty Payday
Aug 17: Last Class Day (2nd 4-wk, 8-wk)
Aug 19: Intersession Begins

SEPTEMBER 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	H 2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	T 17	18	19	20	21
22	23	24	25	26	27	28
29	P 30					

Sept 14: Last Day of Class
Sept 25: Fall Classes Begin
Sept 30: FY 14 Faculty Salary Implemented

OCTOBER 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	T 18	19
20	21	22	23	24	25	26
27	28	29	30	P 31		

Oct 3: Mass of Holy Spirit
Oct 17; 2014 United Way KC Campaign Begins
Oct 31: 2014 United Way KC Campaign Ends

NOVEMBER 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	H 11	12	13	T 14	15	16
17	18	19	20	21	22	23
24	25	26	P 27	H 28	H 29	30

DECEMBER 2013

Sun	Mon	Tues	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	T 9	10	11	12	13	14
15	16	17	18	19	P 20	21
22	H 23	H 24	H 25	H 26	H 27	28
29	H 30	H 31				

Dec 7: Last Day of Class
Dec 9-13: Final Exam Week
Dec 15-Jan 5: Winter Break
Dec 20: Payday

P	PAYDAY FOR MONTHLY STAFF/FACULTY
T	TIME SHEET DUE FOR MONTHLY STAFF
S	PAYDAY FOR SUMMER SCHOOL FACULTY (JULY AND AUGUST)
H	HOLIDAY

QUARTER-ADJUNCT FACULTY PAYROLL SCHEDULE

Paydates: Winter: 1/31, 2/28, 3/28, Spring: 4/30, 5/31, 6/28, Summer: 7/16, 8/16 , Fall: 10/31, 11/27, 12/20

SEMESTER -ADJUNCT FACULTY PAYROLL SCHEDULE

Paydates: Winter: 1/31, 2/28, 3/28, 4/30, Summer: 5/31, 6/28, 7/31, 8/30, Fall: 9/30, 10/31, 11/27, 12/20

STUDENT PAYROLL SCHEDULE

Effective Jan 1, 2013 web time entry is due to supervisors on the 15th and last working day of the month by 11:59 pm. Supervisors' approvals due to Payroll on the 17th and and the 2nd of the following month after pay period closes by 11:59 pm.

Students are allowed to work up to 20 hours per week during period of enrollments (including final exam week) and up to 40 hours per week during Winter and Spring break.

During the summer term, students enrolled for fewer than 6 undergraduate credits, or fewer than 3 graduate credits are allowed to work full time (40 hours per week).

The graduating students are allowed to work until the last day of final exam week. Last day of employment for graduating students are as follows:

On campus students:

Winter Quarter 2013: March 23
Spring Quarter 2013: June 15
Summer Quarter 2013: 1st 4 week: July 20, 2nd 4 week: August 17, 8-week: August 17
Summer Intersession 2013: September 14
Fall Quarter 2013: December 13

Law students:

Spring Semester 2013: May 17
Summer Semester 2013: Aug 8
Fall Semester 2013: Dec 20

Payroll Office
O'Brien Center for Athletic Administration (OBRN 200)
1218 E. Cherry Street
Phone: (206) 296-5880, Fax: (206) 296-5896