### 2012 CALENDAR FOR MONTHLY STAFF/FACULTY

**Pay Period:** 1st through the last day of the month

<table>
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<tr>
<th>NOVEMBER 2011</th>
<th>DECEMBER 2011</th>
<th>JANUARY 2012</th>
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**HOLIDAY**
- Dec 3: Last Class Day
- Dec 23: Payday
- Dec 23: Final Examinations
- Jan 4: First Class Day
- Week of Jan 16: W-2s Mailed Home

**Quarters**
- Fall: Sep 4 - Dec 11
- Winter: Dec 12 - Mar 13
- Spring: Mar 14 - Jun 2
- Summer: Jun 3 - Aug 17

**Paydates**
- Winter: 1/31, 2/29, 3/30
- Spring: 4/30, 5/31
- Fall: 9/28, 10/31

**Time Sheet Due**
- Jan 31, Apr 30, Jul 31, Oct 31

**Web Time Entry**
- Nov 1, Jan 1, Mar 1, May 1

**Final Examinations**
- Dec 4-8

**PAY Roll**
- Winter: 3/30, 4/30
- Spring: 5/31, 6/29
- Summer: 7/16, 8/16
- Fall: 9/28, 10/31

**Vacations**
- Dec 12 - Jan 2: Winter Break
- Apr 26: Spring Quarter Begins
- Jul 16: Summer Faculty Payday
- Jul 14: Class Day 1st 4-wk
- Jul 16: First Class Day 2nd 4-wk
- Jul 31: FY 13 Staff Salary Implemented
- Oct 18: United Way KC Campaign Begins

**Other Dates**
- Nov 1: United Way KC Campaign Ends
- Dec 3: Last Class Day
- Dec 23: Payday
- Dec 23: Final Examinations
- Jan 4: First Class Day
- Week of Jan 16: W-2s Mailed Home

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**QUARTER-ADJUNCT FACULTY PAYROLL SCHEDULE**


**SEMESTER-ADJUNCT FACULTY PAYROLL SCHEDULE**


**STUDENT PAYROLL SCHEDULE**

Web time entry (suonline.seattleu.edu) is due on the 2nd of the month by 5 pm.

Payday is the 16th of the month, or the Friday before if the 16th falls on a weekend.

Students are allowed to work up to 20 hours per week during period of enrollment (including final examinations 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).

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**Payroll Office**

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