

COLLEGE OF WILLIAM AND MARY
OFFICE OF HUMAN RESOURCES

Interdepartmental Memorandum

TO: HR Coordinators
FROM: Rita Metcalfe
DATE: November 22, 2012
SUBJECT: HR Deadlines

Listed below are the deadline dates for receipt of authorizations, changes, and deletions to the William and Mary and Virginia Institute of Marine Science permanent payrolls. It is necessary that all information regarding these transactions, including a properly completed I-9 be received in the Office of Human Resources by 5:00 p.m. on or before the date indicated for the respective pay period. Requests received after the deadline will result in a delay of action by one pay period.

Your cooperation in meeting these deadlines is most appreciated.

<i>DEADLINE DATES</i>	<i>COVERING PAY PERIOD</i>	<i>CHECK TO BE RECEIVED</i>
December 15, 2011	December 25 – January 9, 2012	January 12, 2012
January 10, 2012	January 10 - January 24, 2012	February 1, 2012
January 25, 2012	January 25 – February 9, 2012	February 16, 2012
February 10, 2012	February 10 - February 24, 2012	March 1, 2012
February 27, 2012	February 25 – March 9, 2012	March 16, 2012
March 12, 2012	March 10 - March 24, 2012	March 30, 2012
March 26, 2012	March 25 – April 9, 2012	April 16, 2012
April 10, 2012	April 10 - April 24, 2012	May 1, 2012
April 23, 2012	April 25 – May 9, 2012	May 16, 2012
May 10, 2012	May 10 - May 24, 2012	June 1, 2012
May 25, 2012	May 25 – June 9, 2012	June 15, 2012
June 11, 2012	Summer Session (May 29 – June 29)	July 2, 2012
June 11, 2012	June 10 - June 24, 2012	July 2, 2012
June 25, 2012	June 25 – July 9, 2012	July 16, 2012
July 9, 2012	Summer Session (July 2 – August 3)	August 1, 2012
July 9, 2012	July 10 - July 24, 2012	August 1, 2012
July 23, 2012	July 25 – August 9, 2012	August 16, 2012
August 8, 2012	August 10 - August 24, 2012	August 31, 2012
August 23, 2012	August 25 – September 9, 2012	September 14, 2012
September 10, 2012	September 10 - September 24, 2012	September 28, 2012
September 25, 2012	September 25 – October 9, 2012	October 16, 2012
October 10, 2012	October 10 - October 24, 2012	November 1, 2012
October 25, 2012	October 25 – November 9, 2012	November 16, 2012
November 12, 2012	November 10 – November 24, 2012	November 30, 2012
November 20, 2012	November 25 – December 9, 2012	December 14, 2012
December 7, 2012	December 10 – December 24, 2012	December 31, 2012
December 18, 2012	December 25 - January 9, 2013	January 16, 2013

Please note that these payroll deadline dates may change.