

OLD DOMINION UNIVERSITY -- PAYROLL SCHEDULE 2012

FIRST QUARTER, ENDING MARCH 31, 2012

| PR# | Emp Type | Pay Period                   | E-1's Due in HR/E-1S' Due in E-1S Processing | PT Fac (4027)/Higher Ed Asst (4031) Appt ltrs/payroll forms & Salaried Changes |                        | Web Time Entry Leave & Timesheets Approver Deadline<br>BY 10 a.m.* | Paydate          |
|-----|----------|------------------------------|--|--|------------------------|--|------------------|
|     |          |                              |  | DUE To Acad Affairs  | DUE To Human Resources |  |                  |
| 111 | HRLY SAL | DEC 16-31<br>DEC 25 - JAN 09 | DEC 13**<br>DEC 20 G                         | DEC 09<br>DEC 13   | DEC 13<br>DEC 15       | JAN 03<br>JAN 10   | JAN 12<br>JAN 12 |
| 112 | HRLY SAL | JAN 01-15<br>JAN 10-24       | DEC 20**<br>JAN 04 G                         | DEC 16<br>DEC 21   | DEC 20<br>JAN 05       | JAN 17<br>JAN 25   | FEB 01<br>FEB 01 |
| 121 | HRLY SAL | JAN 16-31<br>JAN 25 - FEB 09 | JAN 10**<br>JAN 18 G                         | JAN 10<br>JAN 13   | JAN 12<br>JAN 20       | FEB 01<br>FEB 10   | FEB 16<br>FEB 16 |
| 122 | HRLY SAL | FEB 01-15<br>FEB 10-24       | JAN 24**<br>FEB 03 G                         | JAN 20<br>FEB 02   | JAN 24<br>FEB 06       | FEB 16<br>FEB 27   | MAR 01<br>MAR 01 |
| 131 | HRLY SAL | FEB 16-28<br>FEB 25-MAR 09   | FEB 09**<br>FEB 17 G                         | FEB 07<br>FEB 16   | FEB 09<br>FEB 21       | MAR 01<br>MAR 12   | MAR 16<br>MAR 16 |
| 132 | HRLY SAL | MAR 01-15<br>MAR 10-24       | FEB 23**<br>MAR 02 G                         | FEB 21<br>FEB 27   | FEB 23<br>MAR 05       | MAR 16<br>MAR 26   | MAR 30<br>MAR 30 |

SECOND QUARTER, ENDING JUNE 30, 2012

|     |          |                                    |                      |                  |                  |                  |                  |
|-----|----------|------------------------------------|----------------------|------------------|------------------|------------------|------------------|
| 211 | HRLY SAL | MAR 16 - MAR 31<br>MAR 25 - APR 09 | MAR 09**<br>MAR 19 G | MAR 06<br>MAR 16 | MAR 09<br>MAR 21 | APR 02<br>APR 10 | APR 16<br>APR 16 |
| 212 | HRLY SAL | APR 01 - APR 15<br>APR 10 - APR 24 | MAR 23**<br>APR 04 G | MAR 19<br>APR 02 | MAR 23<br>APR 06 | APR 16<br>APR 25 | MAY 01<br>MAY 01 |
| 221 | HRLY SAL | APR 16 - APR 30<br>APR 25 - MAY 09 | APR 09**<br>APR 18 G | APR 04<br>APR 18 | APR 09<br>APR 23 | MAY 01<br>MAY 10 | MAY 16<br>MAY 16 |
| 222 | HRLY SAL | MAY 1 - MAY 15<br>MAY 10 - MAY 24  | APR 23**<br>MAY 02 G | APR 18<br>APR 30 | APR 20<br>MAY 04 | MAY 16<br>MAY 25 | JUN 01<br>JUN 01 |
| 231 | HRLY SAL | MAY 16 - MAY 31<br>MAY 25 - JUN 09 | MAY 09**<br>MAY 17 G | MAY 09<br>MAY 14 | MAY 11<br>MAY 18 | JUN 01<br>JUN 11 | JUN 15<br>JUN 15 |
| 232 | HRLY SAL | JUN 1 - JUN 15<br>JUN 10 - JUN 24  | MAY 24**<br>JUN 04 G | MAY 21<br>JUN 01 | MAY 25<br>JUN 04 | JUN 18<br>JUN 25 | JUL 02<br>JUL 02 |

THIRD QUARTER, ENDING SEPTEMBER 30, 2012

|     |          |                                    |                      |                  |                  |                  |                  |
|-----|----------|------------------------------------|----------------------|------------------|------------------|------------------|------------------|
| 311 | HRLY SAL | JUN 16 - JUN 30<br>JUN 25 - JUL 09 | JUN 08**<br>JUN 18 G | JUN 04<br>JUN 14 | JUN 08<br>JUN 20 | JUL 02<br>JUL 10 | JUL 16<br>JUL 16 |
| 312 | HRLY SAL | JUL 1 - JUL 15<br>JUL 10 - JUL 24  | JUN 22**<br>JUN 29 G | JUN 18<br>JUL 02 | JUN 22<br>JUL 06 | JUL 16<br>JUL 25 | AUG 01<br>AUG 01 |
| 321 | HRLY SAL | JUL 16 - JUL 31<br>JUL 25 - AUG 09 | JUL 09**<br>JUL 16 G | JUL 02<br>JUL 16 | JUL 06<br>JUL 20 | AUG 01<br>AUG 10 | AUG 16<br>AUG 16 |
| 322 | HRLY SAL | AUG 01 - AUG 15<br>AUG 10 - AUG 24 | JUL 20**<br>JUL 30 G | JUL 18<br>AUG 03 | JUL 20<br>AUG 06 | AUG 16<br>AUG 27 | AUG 31<br>AUG 31 |
| 331 | HRLY SAL | AUG 16 - AUG 31<br>AUG 25 - SEP 09 | AUG 08**<br>AUG 16 G | AUG 08<br>AUG 15 | AUG 10<br>AUG 20 | SEP 04<br>SEP 10 | SEP 14<br>SEP 14 |
| 332 | HRLY SAL | SEP 01 - SEP 15<br>SEP 10 - SEP 24 | AUG 23**<br>SEP 04 G | AUG 20<br>SEP 04 | AUG 24<br>SEP 07 | SEP 17<br>SEP 25 | SEP 28<br>SEP 28 |

FOURTH QUARTER, ENDING DECEMBER 31, 2012

|     |          |                                    |                      |                  |                  |                     |                  |
|-----|----------|------------------------------------|----------------------|------------------|------------------|---------------------|------------------|
| 411 | HRLY SAL | SEP 16 - SEP 30<br>SEP 25 - OCT 09 | SEP 07**<br>SEP 19 G | SEP 04<br>SEP 17 | SEP 07<br>SEP 21 | OCT 01<br>OCT 10    | OCT 16<br>OCT 16 |
| 412 | HRLY SAL | OCT 01 - OCT 15<br>OCT 10 - OCT 24 | SEP 21**<br>OCT 03 G | SEP 14<br>OCT 03 | SEP 19<br>OCT 05 | OCT 16<br>OCT 25    | NOV 01<br>NOV 01 |
| 421 | HRLY SAL | OCT 16 - OCT 31<br>OCT 25 - NOV 09 | OCT 08**<br>OCT 15 G | OCT 04<br>OCT 17 | OCT 08<br>OCT 22 | NOV 01<br>NOV 12    | NOV 16<br>NOV 16 |
| 422 | HRLY SAL | NOV 01 - NOV 15<br>NOV 10 - NOV 24 | OCT 22**<br>NOV 01 G | OCT 15<br>OCT 29 | OCT 19<br>NOV 05 | NOV 16<br>NOV 26    | NOV 30<br>NOV 30 |
| 431 | HRLY SAL | NOV 16 - NOV 30<br>NOV 25 - DEC 09 | NOV 09**<br>NOV 15 G | NOV 05<br>NOV 14 | NOV 09<br>NOV 19 | DEC 03<br>DEC 10    | DEC 14<br>DEC 14 |
| 432 | HRLY SAL | DEC 01 - DEC 15<br>DEC 10 - DEC 24 | NOV 19**<br>DEC 03 G | NOV 16<br>DEC 03 | NOV 20<br>DEC 05 | DEC 17<br>DEC 18*** | DEC 31<br>DEC 31 |

Notes - \*Leave and Time Sheets must be submitted to Approver by 11:59 p.m. on last day of pay period. \*\*Hourly (4021) and undergraduate student (4025, 4026, 4028, 4029) E1/EIs deadline; G = graduate student (4022, 4023, 4122, 4123) EIs deadline. \*\*\*Hours for a portion of these pay periods will need to be estimated and submitted early. 3b deadline - all keying that impacts web time entry should be completed by HR & EIs Processing by this date - otherwise should discuss with Payroll Staff prior to keying.