

# Oklahoma City Community College

## Fiscal Year 2011-2012 Monthly Payroll Schedule

(All Full Time Faculty & 12 Month Full Time Staff Who Were Employed at OCCC Prior to July 1, 2011)  
(All Adjunct & Special Contract)

**Completed & Signed PAF's are due in Human Resources before the employee begins work**

PAF's/Contracts Due to HR for Inclusion in				
Pay Period	Payroll	Pay Period End Date	Time Sheet Due Date	Pay Date
July	7/7/2011	7/31/2011	8/1/2011	7/29/2011
August	8/5/2011	8/31/2011	8/31/2011	8/31/2011
September	9/8/2011	9/30/2011	9/30/2011	9/30/2011
October	10/7/2011	10/31/2011	10/31/2011	10/31/2011
November*	11/4/2011	11/30/2011	11/30/2011	11/30/2011
December*	12/5/2011	12/31/2011	12/21/2011	12/21/2011
January	1/6/2012	1/31/2012	1/31/2012	1/31/2012
February	2/7/2012	2/29/2012	2/29/2012	2/29/2012
March*	3/5/2012	3/31/2012	4/2/2012	3/30/2012
April	4/6/2012	4/30/2012	4/30/2012	4/30/2012
May	5/7/2012	5/31/2012	5/31/2012	5/31/2012
June	6/7/2012	6/30/2012	6/29/2012	6/29/2012

Any Leave Without Pay hours need to be recorded on a leave form and submitted to the Human Resources

\*Early deadline for December & March (All other due dates are the 5th business day of the month excluding holidays)