

WAKE FOREST UNIVERSITY
PAYROLL CALENDAR
JANUARY 1, 2003 THROUGH MARCH 31, 2004

Pay Cycle	Pay Period Beginning	Pay Period Ending	Time Cards Due (a)	Supervisory Approval/ Submission (a)	Comp. Change Requests to Human Resources	Check Date	Pay Period Definition	Comments
Monthly	01/01/2003	01/31/2003	-	-	01/16/2003	01/31/2003	0301001	
Monthly	02/01/2003	02/28/2003	-	-	02/14/2003	02/28/2003	0301002	
Monthly	03/01/2003	03/31/2003	-	-	03/14/2003	03/31/2003	0301003	
Monthly	04/01/2003	04/30/2003	-	-	04/14/2003	04/30/2003	0301004	
Monthly	05/01/2003	05/31/2003	-	-	05/13/2003	05/30/2003	0301005	
Monthly	06/01/2003	06/30/2003	-	-	06/13/2003	06/30/2003	0301006	
Monthly	07/01/2003	07/31/2003	-	-	07/11/2003	07/31/2003	0301007	
Monthly	08/01/2003	08/31/2003	-	-	08/12/2003	08/29/2003	0301008	
Monthly	09/01/2003	09/30/2003	-	-	09/12/2003	09/30/2003	0301009	
Monthly	10/01/2003	10/31/2003	-	-	10/15/2003	10/31/2003	0301010	
Monthly	11/01/2003	11/30/2003	-	-	11/11/2003	11/26/2003	0301011	
Monthly	12/01/2003	12/31/2003	-	-	12/08/2003	12/31/2003	0301012	
Monthly	01/01/2004	01/31/2004	-	-	01/14/2004	01/30/2004	0401001	
Monthly	02/01/2004	02/29/2004	-	-	02/12/2004	02/27/2004	0401002	
Monthly	03/01/2004	03/31/2004	-	-	03/15/2004	03/31/2004	0401003	
Biweekly	12/28/2002	01/03/2003	01/06/2003	01/06/2003	12/30/2002	01/10/2003	0302001	
Biweekly	01/04/2003	01/17/2003	01/21/2003	01/21/2003	01/13/2003	01/24/2003	0302002	
Biweekly	01/18/2003	01/31/2003	02/03/2003	02/03/2003	01/27/2003	02/07/2003	0302003	
Biweekly	02/01/2003	02/14/2003	02/17/2003	02/17/2003	02/10/2003	02/21/2003	0302004	
Biweekly	02/15/2003	02/28/2003	03/03/2003	03/03/2003	02/24/2003	03/07/2003	0302005	
Biweekly	03/01/2003	03/14/2003	03/17/2003	03/17/2003	03/10/2003	03/21/2003	0302006	
Biweekly	03/15/2003	03/28/2003	03/31/2003	03/31/2003	03/24/2003	04/04/2003	0302007	
Biweekly	03/29/2003	04/11/2003	04/14/2003	04/14/2003	04/07/2003	04/17/2003	0302008	
Biweekly	04/12/2003	04/25/2003	04/28/2003	04/28/2003	04/21/2003	05/02/2003	0302009	
Biweekly	04/26/2003	05/09/2003	05/12/2003	05/12/2003	05/05/2003	05/16/2003	0302010	
Biweekly	05/10/2003	05/23/2003	05/27/2003	05/27/2003	05/19/2003	05/30/2003	0302011	
Biweekly	05/24/2003	06/06/2003	06/09/2003	06/09/2003	06/02/2003	06/13/2003	0302012	
Biweekly	06/07/2003	06/20/2003	06/23/2003	06/23/2003	06/16/2003	06/27/2003	0302013	
Biweekly	06/21/2003	07/04/2003	07/07/2003	07/07/2003	06/30/2003	07/11/2003	0302014	
Biweekly	07/05/2003	07/18/2003	07/21/2003	07/21/2003	07/14/2003	07/25/2003	0302015	
Biweekly	07/19/2003	08/01/2003	08/04/2003	08/04/2003	07/28/2003	08/08/2003	0302016	
Biweekly	08/02/2003	08/15/2003	08/18/2003	08/18/2003	08/11/2003	08/22/2003	0302017	
Biweekly	08/16/2003	08/29/2003	09/02/2003	09/02/2003	08/25/2003	09/05/2003	0302018	
Biweekly	08/30/2003	09/12/2003	09/15/2003	09/15/2003	09/08/2003	09/19/2003	0302019	
Biweekly	09/13/2003	09/26/2003	09/29/2003	09/29/2003	09/22/2003	10/03/2003	0302020	
Biweekly	09/27/2003	10/10/2003	10/13/2003	10/13/2003	10/06/2003	10/17/2003	0302021	
Biweekly	10/11/2003	10/24/2003	10/27/2003	10/27/2003	10/20/2003	10/31/2003	0302022	
Biweekly	10/25/2003	11/07/2003	11/10/2003	11/10/2003	11/03/2003	11/14/2003	0302023	
Biweekly	11/08/2003	11/21/2003	11/21/2003	11/21/2003	11/17/2003	11/26/2003	0302024	(c)
Biweekly	11/22/2003	12/05/2003	12/08/2003	12/08/2003	12/01/2003	12/12/2003	0302025	
Biweekly	12/06/2003	12/19/2003	12/19/2003	12/19/2003	12/15/2003	12/26/2003	0302026	(c) (d)
Biweekly	12/20/2003	01/02/2004	01/05/2004	01/05/2004	12/29/2003	01/09/2004	0402001	
Biweekly	01/03/2004	01/16/2004	01/20/2004	01/20/2004	01/12/2004	01/23/2004	0402002	
Biweekly	01/17/2004	01/30/2004	02/02/2004	02/02/2004	01/26/2004	02/06/2004	0402003	
Biweekly	01/31/2004	02/13/2004	02/16/2004	02/16/2004	02/09/2004	02/20/2004	0402004	
Biweekly	02/14/2004	02/27/2004	03/01/2004	03/01/2004	02/23/2004	03/05/2004	0402005	
Biweekly	02/28/2004	03/12/2004	03/15/2004	03/15/2004	03/08/2004	03/19/2004	0402006	
Biweekly	03/13/2004	03/26/2004	03/29/2004	03/29/2004	03/22/2004	04/02/2004	0402007	
Student	12/01/2002	12/31/2002	12/31/2002	01/06/2003	12/17/2002	01/10/2003	0303001	
Student	01/01/2003	01/31/2003	01/31/2003	02/05/2003	01/24/2003	02/11/2003	0303002	
Student	02/01/2003	02/29/2003	02/29/2003	03/05/2003	02/21/2003	03/11/2003	0303003	
Student	03/01/2003	03/31/2003	03/31/2003	04/03/2003	03/24/2003	04/09/2003	0303004	
Student	04/01/2003	04/30/2003	04/30/2003	05/02/2003	daily	05/08/2003	0303005	(b)
Student	05/01/2003	05/31/2003	05/31/2003	06/03/2003	daily	06/09/2003	0303006	
Student	06/01/2003	06/30/2003	06/30/2003	07/02/2003	daily	07/09/2003	0303007	
Student	07/01/2003	07/31/2003	07/31/2003	08/04/2003	daily	08/08/2003	0303008	
Student	08/01/2003	08/31/2003	08/31/2003	09/03/2003	daily	09/09/2003	0303009	
Student	09/01/2003	09/30/2003	09/30/2003	10/02/2003	daily	10/08/2003	0303010	
Student	10/01/2003	10/31/2003	10/31/2003	11/04/2003	daily	11/10/2003	0303011	
Student	11/01/2003	11/30/2003	11/30/2003	12/02/2003	daily	12/08/2003	0303012	
Student	12/01/2003	12/31/2003	12/31/2003	01/05/2004	daily	01/09/2004	0403001	
Student	01/01/2004	01/31/2004	01/31/2004	02/03/2004	daily	02/09/2004	0403002	
Student	02/01/2004	02/29/2004	02/29/2004	03/02/2004	daily	03/08/2004	0403003	

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Student	03/01/2004	03/31/2004	03/31/2004	04/02/2004	daily	04/08/2004	0403004	
GSA&S	08/01/2003	08/31/2003	N/A	N/A	daily	Registration	0303008	graduate assistantships & stipends
GSA&S	09/01/2003	09/30/2003	N/A	N/A	daily	09/09/2003	0303009	graduate assistantships & stipends
GSA&S	10/01/2003	10/31/2003	N/A	N/A	daily	10/08/2003	0303010	graduate assistantships & stipends
GSA&S	11/01/2003	11/30/2003	N/A	N/A	daily	11/10/2003	0303011	graduate assistantships & stipends
GSA&S	12/01/2003	12/31/2003	N/A	N/A	daily	12/08/2003	0303012	graduate assistantships & stipends
GSA&S	01/01/2004	01/31/2004	N/A	N/A	daily	01/09/2004	0403001	graduate assistantships & stipends
GSA&S	02/01/2004	02/29/2004	N/A	N/A	daily	02/09/2004	0403002	graduate assistantships & stipends
GSA&S	03/01/2004	03/31/2004	N/A	N/A	daily	03/08/2004	0403003	graduate assistantships & stipends

- (a) Student timecards are due by midnight. Biweekly nonexempt staff timecards are due by noon.
Effective 8/1/2003, graduate students earning stipends from Graduate School of Arts and Sciences (GSA&S) are paid earlier in the month rather than on the last banking day.
Graduate students working in hourly paid positions must enter hours worked in the online timecard in WIN.
- (b) Student timecard approval time narrows from 3 business days to 2 business days.
- (c) Early submission of timecards by noon due to holiday schedule (est. then adjust on following cycle).
Approvals by noon on 11/21/03 and 12/19/03.
- (d) Pay date 12/26/03, send direct deposit advices through department mail, mail pay checks first class U.S. postal.