

**WAKE FOREST UNIVERSITY
PAYROLL CALENDAR
JANUARY 1, 2004 THROUGH MARCH 31, 2005**

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	1/1/2004	1/31/2004	-	-	1/13/2004	1/30/2004	0401001	
Monthly	2/1/2004	2/29/2004	-	-	2/11/2004	2/27/2004	0401002	
Monthly	3/1/2004	3/31/2004	-	-	3/15/2004	3/31/3004	0401003	
Monthly	4/1/2004	4/30/2004	-	-	4/14/2004	4/30/2004	0401004	
Monthly	5/1/2004	5/31/2004	-	-	5/13/2004	5/28/2004	0401005	
Monthly	6/1/2004	6/30/2004	-	-	6/14/2004	6/30/2004	0401006	
Monthly	7/1/2004	7/31/2004	-	-	7/14/2004	7/30/2004	0401007	
Monthly	8/1/2004	8/31/2004	-	-	8/13/2004	8/31/2004	0401008	(b)
Monthly	9/1/2004	9/30/2004	-	-	9/14/2004	9/30/2004	0401009	
Monthly	10/1/2004	10/31/2004	-	-	10/13/2004	10/29/2004	0401010	
Monthly	11/1/2004	11/30/2004	-	-	11/11/2004	11/30/2004	0401011	
Monthly	12/1/2004	12/31/2004	-	-	12/6/2004	12/31/2004	0401012	
Monthly	1/1/2005	1/31/2005	-	-	1/13/2005	1/31/2005	0501001	
Monthly	2/1/2005	2/28/2005	-	-	2/9/2005 NOON	2/28/2005	0501002	
Monthly	3/1/2005	3/31/2005	-	-	3/14/2005 5:00PM	3/31/2005	0501003	
Biweekly	12/20/2003	1/2/2004	1/5/2004	1/5/2004	12/29/2003	1/9/2004	0402001	
Biweekly	1/3/2004	1/16/2004	1/20/2004	1/20/2004	1/12/2004	1/23/2004	0402002	
Biweekly	1/17/2004	1/30/2004	2/2/2004	2/2/2004	1/26/2004	2/6/2004	0402003	
Biweekly	1/31/2004	2/13/2004	2/16/2004	2/16/2004	2/9/2004	2/20/2004	0402004	
Biweekly	2/14/2004	2/27/2004	3/1/2004	3/1/2004	2/23/2004	3/5/2004	0402005	
Biweekly	2/28/2004	3/12/2004	3/15/2004	3/15/2004	3/8/2004	3/19/2004	0402006	
Biweekly	3/13/2004	3/26/2004	3/29/2004	3/29/2004	3/22/2004	4/2/2004	0402007	
Biweekly	3/27/2004	4/9/2004	4/12/2004	4/12/2004	4/5/2004	4/16/2004	0402008	
Biweekly	4/10/2004	4/23/2004	4/26/2004	4/26/2004	4/19/2004	4/30/2004	0402009	
Biweekly	4/24/2004	5/7/2004	5/10/2004	5/10/2004	5/3/2004	5/14/2004	0402010	
Biweekly	5/8/2004	5/21/2004	5/24/2004	5/24/2004	5/17/2004	5/28/2004	0402011	
Biweekly	5/22/2004	6/4/2004	6/7/2004	6/7/2004	5/31/2004	6/11/2004	0402012	
Biweekly	6/5/2004	6/18/2004	6/21/2004	6/21/2004	6/14/2004	6/25/2004	0402013	
Biweekly	6/19/2004	7/2/2004	7/5/2004	7/5/2004	6/28/2004	7/9/2004	0402014	
Biweekly	7/3/2004	7/16/2004	7/19/2004	7/19/2004	7/12/2004	7/23/2004	0402015	
Biweekly	7/17/2004	7/30/2004	8/2/2004	8/2/2004	7/26/2004	8/6/2004	0402016	
Biweekly	7/31/2004	8/13/2004	8/16/2004	8/16/2004	8/9/2004	8/20/2004	0402017	
Biweekly	8/14/2004	8/27/2004	8/30/2004	8/30/2004	8/23/2004	9/3/2004	0402018	
Biweekly	8/28/2004	9/10/2004	9/13/2004	9/13/2004	9/6/2004	9/17/2004	0402019	
Biweekly	9/11/2004	9/24/2004	9/27/2004	9/27/2004	9/20/2004	10/1/2004	0402020	
Biweekly	9/25/2004	10/8/2004	10/11/2004	10/11/2004	10/4/2004	10/15/2004	0402021	
Biweekly	10/9/2004	10/22/2004	10/25/2004	10/25/2004	10/18/2004	10/29/2004	0402022	
Biweekly	10/23/2004	11/5/2004	11/8/2004	11/8/2004	11/1/2004	11/12/2004	0402023	
Biweekly	11/6/2004	11/19/2004	11/19/2004	11/19/2004	11/15/2004	11/26/2004	0402024	(c) (d)
Biweekly	11/20/2004	12/3/2004	12/6/2004	12/6/2004	11/29/2004	12/10/2004	0402025	
Biweekly	12/4/2004	12/17/2004	12/17/2004	12/17/2004	12/13/2004	12/23/2004	0402026	(c) (d)
Biweekly	12/18/2004	12/31/2004	1/3/2005	1/3/2005	12/27/2004	1/7/2005	0502001	
Biweekly	1/1/2005	1/14/2005	1/17/2005	1/17/2005	1/10/2005	1/21/2005	0502002	
Biweekly	1/15/2005	1/28/2005	1/31/2005	1/31/2005	1/24/2005	2/4/2005	0502003	
Biweekly	1/29/2005	2/11/2005	2/14/2005	2/14/2005	2/7/2005	2/18/2005	0502004	
Biweekly	2/12/2005	2/25/2005	2/28/2005	2/28/2005	2/21/2005	3/4/2005	0502005	
Biweekly	2/26/2005	3/11/2005	3/14/2005	3/14/2005	3/7/2005	3/18/2005	0502006	
Biweekly	3/12/2005	3/25/2005	3/28/2005	3/28/2005	3/21/2005	4/1/2005	0502007	

Student	12/1/2003	12/31/2003	12/31/2003	1/5/2004	daily	1/9/2004	0403001
Student	1/1/2004	1/31/2004	1/31/2004	2/3/2004	daily	2/9/2004	0403002
Student	2/1/2004	2/29/2004	2/29/2004	3/2/2004	daily	3/8/2004	0403003
Student	3/1/2004	3/31/2004	3/31/2004	4/2/2004	daily	4/8/2004	0403004
Student	4/1/2004	4/30/2004	4/30/2004	5/4/2004	daily	5/10/2004	0403005
Student	5/1/2004	5/31/2004	5/31/2004	6/2/2004	daily	6/8/2004	0403006
Student	6/1/2004	6/30/2004	6/30/2004	7/2/2004	daily	7/9/2004	0403007
Student	7/1/2004	7/31/2004	7/31/2004	8/3/2004	daily	8/9/2004	0403008
Student	8/1/2004	8/31/2004	8/31/2004	9/2/2004	daily	9/9/2004	0403009
Student	9/1/2004	9/30/2004	9/30/2004	10/4/2004	daily	10/8/2004	0403010
Student	10/1/2004	10/31/2004	10/31/2004	11/2/2004	daily	11/8/2004	0403011
Student	11/1/2004	11/30/2004	11/30/2004	12/2/2004	daily	12/8/2004	0403012
Student	12/1/2004	12/31/2004	12/31/2004	1/4/2005	daily	1/10/2005	0503001
Student	1/1/2005	1/31/2005	1/31/2005	2/2/2005	daily	2/8/2005	0503002
Student	2/1/2005	2/28/2005	2/28/2005	3/2/2005	daily	3/8/2005	0503003
Student	3/1/2005	3/31/2005	3/31/2005	4/4/2005	daily	4/8/2005	0503004

- (a) Student timecards are due by midnight. Biweekly nonexempt staff timecards are due by noon.
- (b) New Faculty, 8/20/2004
- (c) Early submission of timecards by noon due to holiday schedule (est. then adjust on following cycle). Approvals by noon on 11/19/04 and 12/17/04.
- (d) Pay date 11/26/04 and 12/23/04, send direct deposit advices through department mail, mail pay checks first class U.S. postal.