



PRAIRIE VIEW A&M UNIVERSITY

Important Dates for the 2010-2011

Biweekly Pay Periods

*Note: Timesheets **must** be approved through Time Traq by the dates/times listed below. Completed & approved Payroll Supplements must be received by Payroll by the dates/time listed below. Unapproved Time Sheets will be cancelled and employee **will not receive a pay check**. The pay for the cancelled period will be included on the next pay cycle as **manual checks will not be cut**.*

Biweekly Payroll Pay Period	From Date	Thru Date	Leave Traq Approval Due Date <i>by 5:00pm</i>	Time Traq Manager Approval Due Date <i>by 12:00pm</i>	Payroll Supplement** Due Date <i>by 5:00pm</i>	Pay Date Longevity Paid ☆
1	Sep 01	Sep 08	Sep 08	Sep 10	Sep 10	09/17/10 ☆
2	Sep 09	Sep 15	Sep 15	Sep 17	Sep 17	09/24/10
3	Sep 16	Sep 29	Sep 29	Oct 01	Oct 01	10/08/10
4	Sep 30	Oct 13	Oct 13	Oct 15	Oct 15	10/22/10 ☆
5	Oct 14	Oct 27	Oct 27	Oct 29	Oct 29	11/05/10
6	Oct 28	Nov 10	Nov 10	Nov 12	Nov 12	11/19/10 ☆
7	Nov 11	Nov 24	Nov 24	Nov 24	Nov 24	12/03/10
8	Nov 25	Dec 08	Dec 08	Dec 10	Dec 10	12/17/10 ☆
9	Dec 09	Dec 22	Dec 22	Dec 14	Dec 14	12/31/10
10	Dec 23	Jan 05	Jan 05	Jan 07	Jan 07	01/14/11 ☆
11	Jan 06	Jan 19	Jan 19	Jan 21	Jan 21	01/28/11
12	Jan 20	Feb 02	Feb 02	Feb 04	Feb 04	02/11/11 ☆
13	Feb 03	Feb 16	Feb 16	Feb 18	Feb 18	02/25/11
14	Feb 17	Mar 02	Mar 02	Mar 04	Mar 04	03/11/11 ☆
15	Mar 03	Mar 16	Mar 16	Mar 18	Mar 18	03/25/11
16	Mar 17	Mar 30	Mar 30	Apr 01	Apr 01	04/08/11
17	Mar 31	Apr 13	Apr 13	Apr 15	Apr 15	04/22/11 ☆
18	Apr 14	Apr 27	Apr 27	Apr 29	Apr 29	05/06/11
19	Apr 28	May 11	May 11	May 13	May 13	05/20/11 ☆
20	May 12	May 25	May 25	May 27	May 27	06/03/11
21	May 26	Jun 08	Jun 08	Jun 10	Jun 10	06/17/11 ☆
22	Jun 9	Jun 22	Jun 22	Jun 24	Jun 24	07/01/11
23	Jun 23	Jul 06	Jul 06	Jul 08	Jul 08	07/15/11 ☆
24	Jul 07	Jul 20	Jul 20	Jul 22	Jul 22	07/29/11
25	Jul 21	Aug 03	Aug 03	Aug 05	Aug 05	08/12/11 ☆
26	Aug 04	Aug 17	Aug 17	Aug 19	Aug 19	08/26/11
27	Aug 18	Aug 31	Aug 31	Aug 23	Aug 23	09/09/11

2011-2012 (Fiscal Year 2012)

1	Sep 01	Sep 07	Sep 09	Sep 09	Sep 09	09/16/11 ☆
2	Sep 08	Sep 21	Sep 23	Sep 23	Sep 23	09/30/11
3	Sep 22	Oct 05	Oct 07	Oct 07	Oct 07	10/14/11 ☆
4	Oct 06	Oct 19	Oct 21	Oct 21	Oct 21	10/28/11

Payroll Services will give notification if there are any changes to the dates above

**Supplemental Pay will no longer be used to pay overtime or docked time. Over/docked time is to be recorded in Time Traq.

Leave Traq Approval Due Date – Date Departments must approve all employees using Leave Traq

Time Traq Approval Due Date – Date Departments must approve all employees using Time Traq

Pay Date – Date of employee payroll payment. Employees that signed up for Direct Deposit should see their payroll deposit in their bank account on the pay date. Employees that did not elect direct deposit, their *check* date will be pay date. They may or may not receive their *check* on that pay date because of mail time, closure of the university due to holiday or other reasons.