

Marlboro College
NON-EXEMPT /STUDENT (HOURLY)
PAYROLL SCHEDULE FY12

The pay dates are fixed; however, time cards may be due earlier than stated. This schedule is applicable for bi-weekly, non-exempt (hourly) staff and all student employment.

PAYDATE	NON-EXEMPT W/E DATES	TIME CARDS DUE TO SUPERVISOR	TIME CARDS DUE BY NOON TO PAYROLL
07/07/11	06/24 & 07/01	07/01/11	07/01/11
07/21/11	07/08 & 07/15	07/15/11	07/18/11
08/04/11	07/22 & 07/29	07/29/11	08/01/11
08/18/11	08/05 & 08/12	08/12/11	08/15/11
09/01/11	08/19 & 08/26	08/26/11	08/29/11
09/15/11	09/02 & 09/09	09/09/11	09/12/11
09/29/11	09/16 & 09/23	09/23/11	09/26/11
10/13/11	09/30 & 10/07	10/07/11	10/10/11
10/27/11	10/14 & 10/21	10/21/11	10/24/11
11/10/11	10/28 & 11/04	11/04/11	11/07/11
11/23/11	11/12 & 11/18	11/18/11	11/18/11
12/08/11	11/25 & 12/02	12/02/11	12/05/11
12/22/11	12/09 & 12/16	12/16/11	12/19/11
01/05/12	12/23 & 12/30	01/03/12	01/03/12
01/19/12	01/06 & 01/13	01/13/12	01/16/12
02/02/12	01/20 & 01/27	01/27/12	01/30/12
02/16/12	02/03 & 02/10	02/10/12	02/13/12
03/01/12	02/17 & 02/24	02/24/12	02/27/12
03/15/12	03/02 & 03/09	03/09/12	03/12/12
03/29/12	03/16 & 03/23	03/23/12	03/26/12
04/12/12	03/30 & 04/06	04/06/12	04/09/12
04/26/12	04/13 & 04/20	04/20/12	04/23/12
05/10/12	04/27 & 05/04	05/04/12	05/07/12
05/24/12	05/11 & 05/18	05/18/12	05/21/12
06/07/12	05/25 & 06/01	06/01/12	06/04/12
06/21/12	06/08 & 06/15	06/15/12	06/18/12

**Timecards due by 10AM to accounting in order to meet payroll deadlines, NO EXCEPTIONS.*

The schedule above is subject to change.

Revised 06/23/11