

Bi-Weekly Payroll Calendar

Pay Period:	Turn in your time sheet by:			Pay Date:
7/21/2013 to 8/3/2013	Thursday	8/8/2013	4:00 PM	8/16/2013
8/4/2013 to 8/17/2013	Thursday	8/22/2013	4:00 PM	8/30/2013
8/18/2013 to 8/31/2013	Thursday	9/5/2013	4:00 PM	9/13/2013
9/1/2013 to 9/14/2013	Wednesday	9/18/2013	4:00 PM	9/27/2013
9/15/2013 to 9/28/2013	Thursday	10/3/2013	4:00 PM	10/11/2013
9/29/2013 to 10/12/2013	Tuesday	10/15/2013	4:00 PM	10/25/2013
10/13/2013 to 10/26/2013	Thursday	10/31/2013	4:00 PM	11/8/2013
10/27/2013 to 11/9/2013	Thursday	11/14/2013	4:00 PM	11/22/2013
11/10/2013 to 11/23/2013	Tuesday	11/26/2013	4:00 PM	12/6/2013
11/24/2013 to 12/7/2013	Thursday	12/12/2013	4:00 PM	12/20/2013
12/8/2013 to 12/21/2013	Thursday	12/26/2013	4:00 PM	1/3/2014

INSTAAR Guidelines to a Timely and Accurate Paycheck:

- 1.) **Write carefully and legibly.** Probably don't want to only be paid as working until 2:00 if you worked until 7:00.
- 2.) **Stick to the pay periods.** The two weeks on your sheet must correspond with the pay periods above. Write the appropriate date next to "Pay Period Ending:". It's ok to turn a sheet in late if it's dated correctly- it will be added on to your next regular paycheck.
- 3.) **Record hours accurately.** Time out/in for lunch should be reflected on the sheet. Working in 15min increments is really helpful, if not necessary.
- 4.) **Fill out all fields.** Your legible name, correct supervisor, and pay period end date, are just as important to include as an accurate record of your hours. Indicating your account tech can help move things along and get you paid on-time if problems arise.
- 5.) **Turn time sheets in on time.** Turn time sheets in by the dates and times shown. If you turn your time sheet in late, you will not receive a paycheck for that pay period. That paycheck will be rolled over to the next pay date.

Dates and times are subject to change. See the University of Colorado Payroll and Benefits website or the Payroll Liaison for up-to-date information.

Updated: 7/29/2013