

**TREASURE VALLEY COMMUNITY COLLEGE
PAYROLL SCHEDULE – 2011-2012**

REGULAR PAYROLL DATES:

All payroll checks may be picked up between the hours of 9:00 A.M. and 5:00 P.M. in the Business Office on the dates listed below. Paychecks not picked up on the payroll date will be mailed the next business day by 3 pm. November and December paychecks will be mailed at 3 pm on payday.

PLEASE NOTE: Timesheets are to be completed by the employee, signed by employee and supervisor, and then submitted to the Human Resources Department. **Timesheets and work authorizations (contracts) are due to Human Resources no later than the Tuesday following the pay period end date.**

Month	Year	Pay Period End Dates	Payroll Dates	
July	2011	July 16	Last Thursday	July 28*
August	2011	August 13	Last Friday	August 26
September	2011	September 17	Last Friday	September 30*
October	2011	October 15	Last Friday	October 28
November	2011	November 12	<i>Fourth Wednesday</i>	November 23
December	2011	December 10	Fourth Friday	December 23
January	2012	January 14	Last Friday	January 27*
February	2012	February 11	Last Friday	February 24
March	2012	March 17	Last Friday	March 30*
April	2012	April 14	Last Friday	April 27
May	2012	May 12	Last Friday	May 25
June	2012	June 16	Last Friday	June 29*
* 5 Weeks in-between paydays				

WORK-STUDY TIMESHEETS:

Work-study timesheets must be signed by employee and supervisor and turned in to the Human Resources Department by the supervisor.