

OAKWOOD UNIVERSITY - PAYROLL SCHEDULE

July 2014 - June 2015

Listed below are the details outlining the payroll schedule for the current fiscal year. Please be advised that this schedule will be the primary document adhered to by the Accounting department when relating to payroll only. In abiding to this schedule you will assist the payroll office in providing you the service you desire and deserve.

NOTE: The Payroll Year consists of 26 pay days, beginning the 1st PAYDATE in July and ending the last PAYDATE in June.

PERIOD ENDING DATE	FINAL DATE FOR DATA	PAYDATE
Saturday, June 21, 2014	Wednesday, June 25, 2014	Monday, July 07, 2014
Saturday, July 5, 2014	Wednesday, July 9, 2014	Monday, July 21, 2014
Saturday, July 19, 2014	Wednesday, July 23, 2014	Monday, August 4, 2014
Saturday, August 2, 2014	Wednesday, August 6, 2014	Monday, August 18, 2014
Saturday, August 16, 2014	Wednesday, August 20, 2014	Friday, August 29, 2014
Saturday, August 30, 2014	Wednesday, September 3, 2014	Monday, September 15, 2014
Saturday, September 13, 2014	Wednesday, September 17, 2014	Monday, September 29, 2014
Saturday, September 27, 2014	Wednesday, October 1, 2014	Friday, October 10, 2014
Saturday, October 11, 2014	Wednesday, October 15, 2014	Monday, October 27, 2014
Saturday, October 25, 2014	Wednesday, October 29, 2014	Monday, November 10, 2014
Saturday, November 8, 2014	Wednesday, November 12, 2014	Monday, November 24, 2014
Saturday, November 22, 2014	Wednesday, November 26, 2014	Monday, December 8, 2014
Saturday, December 6, 2014	Wednesday, December 10, 2014	Monday, December 22, 2014
Saturday, December 20, 2014	Wednesday, December 24, 2014	Monday, January 5, 2015

W-2 forms will be mailed to the address listed on your payroll documents no later than January 31, 2015 as required by IRS.

After reviewing your payment documents, if an address change is needed please contact the Payroll Office as soon as possible.

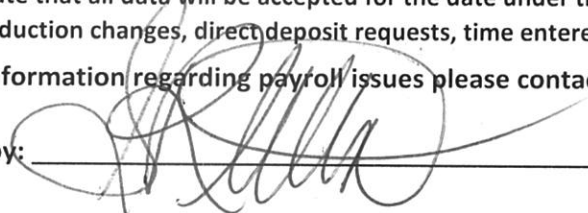
Saturday, January 3, 2015	Wednesday, January 7, 2015	Friday, January 16, 2015
Saturday, January 17, 2015	Wednesday, January 21, 2015	Monday, February 2, 2015
Saturday, January 31, 2015	Wednesday, February 4, 2015	Friday, February 13, 2015
Saturday, February 14, 2015	Wednesday, February 18, 2015	Monday, March 2, 2015
Saturday, February 28, 2015	Wednesday, March 4, 2015	Monday, March 16, 2015
Saturday, March 14, 2015	Wednesday, March 18, 2015	Monday, March 30, 2015
Saturday, March 28, 2015	Wednesday, April 1, 2015	Monday, April 13, 2015
Saturday, April 11, 2015	Wednesday, April 15, 2015	Monday, April 27, 2015
Saturday, April 25, 2015	Wednesday, April 29, 2015	Monday, May 11, 2015
Saturday, May 9, 2015	Wednesday, May 13, 2015	Friday, May 22, 2015
Saturday, May 23, 2015	Wednesday, May 27, 2015	Monday, June 8, 2015
Saturday, June 6, 2015	Wednesday, June 10, 2015	Monday, June 22, 2015
Saturday, June 20, 2015	Wednesday, June 24, 2015	Monday, July 6, 2015
Saturday, July 4, 2015	Wednesday, July 8, 2015	Monday, July 20, 2015

The "Period Ending Date" is the last date hourly employees accumulate time for the date under the "Paydate" column. The "Final Date for Data" is the last date that all data will be accepted for the date under the "Paydate" column (i.e. personnel requisitions, deduction changes, direct deposit requests, time entered in Timeclock Plus, etc).

For additional information regarding payroll issues please contact Cheryl Sullivan at (256) 726-7026.

Approved by: _____

Date: _____

 10/21/14