

Roger Williams University and School of Law

Staff and Faculty Payroll Cut Off Calendar

2015

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	\$	10
11	12	13	14	15	16	17
18	19	20	21	22	\$	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	13	14
15	16	17	18	19	\$	21
22	23	24	25	26	27	28

MARCH						
S	M	T	W	T	F	S
1	2	3	4	5	\$	7
8	9	10	11	12	13	14
15	16	17	18	19	\$	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
S	M	T	W	T	F	S
			1	2	\$	4
5	6	7	8	9	10	11
12	13	14	15	16	\$	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
					\$	2
3	4	5	6	7	8	9
10	11	12	13	14	\$	16
17	18	19	20	21	22	23
24	25	26	27	28	\$	30
31						

JUNE						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	\$	13
14	15	16	17	18	19	20
21	22	23	24	25	\$	27
28	29	30				

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	\$	11
12	13	14	15	16	17	18
19	20	21	22	23	\$	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	\$	8
9	10	11	12	13	14	15
16	17	18	19	20	\$	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	\$	5
6	7	8	9	10	11	12
13	14	15	16	17	\$	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	\$	3
4	5	6	7	8	9	10
11	12	13	14	15	\$	17
18	19	20	21	22	23	24
25	26	27	28	29	\$	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	\$	14
15	16	17	18	19	20	21
22	23	24	25	26	\$	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	\$	12
13	14	15	16	17	18	19
20	21	22	23	24	\$	26
27	28	29	30	31		

Denotes HR Cutoff Date for Data Entry

New Hire
Rehire
Additional Position
Transfer, Department or GL Change
Rate Change
Supervisor Change
Stipend Payment
Status or Schedule Change
Position Extension (for temporary employees)
Leave of Absence

Denotes Payroll Cutoff Date for Payroll Data Entry.

W-4
Direct Deposit

Pay rate changes must occur at the beginning of a pay period for the system to generate retro pay calculations. At least one additional processing week will be required for manual retro calculations with significant volumes. Please contact the Payroll Office if additional guidance is needed.