

DECEMBER 2009

10/09 MK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 Payroll Window opens at 8:00AM	3 Off-cycle requests due by 3PM	4 APPS forms due in HR for PPE 12/10/09 Pay Day	5
6	7 Direct Deposit forms due in HR for PPE 12/10/09	8 Off-cycle requests due by 3PM	9 Retroactive Payment Requests due by 10AM	10 Pay Period Ends	11 Payroll Window closes at 2:00PM ePAFs due in HR for PPE 12/24/09	12
13	14	15 APPS and Direct Deposit forms due in HR for PPE 12/24/09	16 Payroll Window opens at 8:00AM Off-cycle requests due by 3PM	17 Retroactive Payment Requests due by 10AM	18 ePAFs due in HR for PPE 01/07/10 Pay Day	19
20	21 Payroll Window closes at 2:00PM	22	23 Off-cycle requests due by 10AM *This will be the last off-cycle run for 2009 Next off-cycle run will be 01/05/10	24 Pay Period Ends APPS and Direct Deposit forms due in HR for PPE 01/07/10 Payroll Window opens at 8:00AM	25 UCF CLOSED	26
27	28 UCF CLOSED	29 UCF CLOSED	30 UCF CLOSED	31 UCF CLOSED Pay Day *Third Pay Day of month (no deductions)		

Payroll Services
12565 Research Parkway, Ste 360
Orlando, FL 32826-2912

Phone 407.823.2771
Fax 407.384.2864
SunCom 345-2771

payroll@mail.ucf.edu