

MONTHLY AND ACADEMIC PAID FROM PAYROLL AUTHORIZATION

Personnel documents for Monthly and Academic pay types should be at the “**Budget Office**” level in the WebDFS BA/Personnel system by the dates listed below. This will allow the University Budget Office to analyze, resolve any problems and update documents in a timely manner allowing timely and accurate payroll processing. **Documents not at the “Budget Office” level on the correct date may cause missed payments or incorrect payments to be made from the authorization.**

MONTHLY PERSONNEL DOCUMENTS

<u>BUDGET OFFICE LEVEL</u>	<u>RUN DATE</u>
08/17/2011	08/22/2011
09/19/2011	09/22/2011
10/18/2011	10/24/2011
11/11/2011	11/17/2011
12/09/2011	12/14/2011
01/17/2012	01/23/2012
02/14/2012	02/20/2012
03/16/2012	03/22/2012
04/17/2012	04/23/2012
05/17/2012	05/23/2012
06/18/2012	06/22/2012

ACADEMIC PERSONNEL DOCUMENTS

<u>BUDGET OFFICE LEVEL</u>	<u>RUN DATE</u>
08/16/2011	08/19/2011
09/16/2011	09/21/2011
10/13/2011	10/19/2011
11/08/2011	11/14/2011
12/05/2011	12/09/2011
01/13/2012	01/19/2012
02/10/2012	02/16/2012
03/13/2012	03/19/2012
04/02/2012	04/06/2012
04/23/2012	04/27/2012