

FACULTY & STAFF

RICE UNIVERSITY

~ January 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 SM-1 Begins B2-2 Begins	2 Rice Holiday	3 SM-1 Paperwork due in HR	4	5 B2-2 Paperwork due in HR	6 B2-1 Payday	7
8	9	10	11	12 B2-2 Timesheets due in Payroll by 12 Noon.	13 SM-1 Payday	14 B2-2 Ends
15 SM-1 Ends B2-3 Begins	16 Rice Holiday SM-2 Begins	17 SM2-Paperwork due to HR	18	19	20 B2-2 Payday B2-3 Paperwork due in HR	21
22	23	24	25	26	27 B2-3 Timesheets due in Payroll by 12 Noon	28 B2-3 Ends
29 B2-4 Begins	30	31 SM-2 Ends SM-2 Payday	Notes:			

Payroll Dept. Mail Stop 71
 6100 Main St
 Houston, TX 77005
 713-348-3410 tel. 713-348-5181 fax
 Located: Memorial Hermann Medical Plaza Bldg. Suite 2650

B2=Bi-Weekly, Hourly Payroll SM=Semi-Monthly Payroll

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~ February 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 SM-3 Begins SM-3 Paperwork due in HR	2	3 B2-3 Payday B2-4 Paperwork due in HR	4
5	6	7	8	9	10 B2-4 Timesheets due in Payroll by 12 Noon	11 B2-4 Ends
12 B2-5 Begins	13	14	15 SM-3 Ends SM-3 Payday SM-4 Paperwork due in HR	16 SM-4 Begins	17 B2-4 Payday B2-5 Paperwork due in HR	18
19	20 Bank Holiday	21	22	23	24 B2-5 Timesheets due in Payroll by 12 Noon	25 B2-5 Ends
26 B2-6 Begins	27	28	29 SM-4 Ends SM-4 Payday	Notes:		

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~ March 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 SM-5 Begins SM-5 Paperwork due in HR	2 B2-6 Paperwork due in HR B2-5 payday	3
4	5	6	7	8	9 B2-6 Timesheets due in Payroll by 12 Noon	10 B2-6 Ends
11 B2-7 Begins	12	13	14	15 SM-5 Ends SM-5 Payday	16 SM-6 Begins SM-6 Paperwork due in HR B2-7 Paperwork due in HR B2-6 Payday	17
18	19	20	21	22	23 B2-7 Timesheets due in Payroll by 12 Noon	24 B2-7 Ends
25 B2-8 Begins	26	27	28	29	30 SM-6 Payday SM-7 Paperwork due in HR B2-8 Paperwork due in HR B2-7 Payday	31 SM-6 Ends

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~ April 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 SM-7 Begins	2	3	4	5	6 B2-8 Timesheets due in Payroll by 12 Noon	7 B2-8 Ends
8 B2-9 Begins	9	10	11	12	13 SM-7 Payday B2-9 Paperwork due in HR B2-8 Payday	14
15 SM-7 Ends	16 SM-8 Begins SM-8 Paperwork due in HR	17	18	19	20 B2-9 Timesheets due in Payroll by 12 Noon	21 B2-9 Ends
22 B2-10 Begins	23	24	25	26	27 B2-10 Paperwork due in HR B2-9 Payday	28
29	30 SM-8 Ends SM-8 Payday	Notes:				

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~ May 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 SM-9 Begins SM-9 Paperwork due in HR	2	3	4 B2-10 Timesheets due in Payroll by 12 Noon	5 B2-10 Ends
6 B2-11 Begins	7	8	9	10	11 B2-11 Paperwork due in HR B2-10 Payday	12
13	14	15 SM-9 Ends SM-9 Payday	16 SM-10 Begins SM-10 Paperwork due in HR	17	18 B2-11 Timesheets due in Payroll by 12 Noon	19 B2-11 Ends
20 B2-12 Begins	21	22	23	24 B2-12 Paperwork due in HR	25 B2-11 Payday	26
27	28 Rice Holiday	29	30	31 SM-10 Ends SM-10 Payday	Notes:	

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~ June 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 SM-11 Begins SM-11 Paperwork due in HR B2-12 Timesheets due in Payroll by 12 Noon	2 B2-12 Ends
3 B2-13 Begins	4	5	6	7	8 B2-13 Paperwork due in HR B2-12 Payday	9
10	11	12	13	14	15 SM-11 Ends SM-11 Payday SM-12 Paperwork due in HR B2-13 Timesheets due in Payroll by 12 Noon	16 SM-12 Begins B2-13 Ends
17 B2-14 Begins	18	19	20 B2-14 Paperwork due in HR	21	22 SM-13 Paperwork due in HR B2-13 Payday	23
24	25	26	27	28 B2-14 Timesheets due in Payroll by 12 Noon	29 SM-12 Payday	30 SM-12 Ends B2-14 Ends

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~ July 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 SM-13 Begins B2-15 Begins	2	3	4 Rice Holiday	5	6 B2-15 Paperwork due in HR B2-14 Payday	7
8	9	10	11	12	13 SM-13 Payday B2-15 Timesheets due in Payroll by 12 Noon	14 B2-15 Ends
15 SM-13 Ends B2-16 Begins	16 SM-14 Begins	17 SM-14 Paperwork due in HR	18	19	20 B2-16 Paperwork due in HR B2-15 Payday	21
22	23	24	25	26	27 B2-16 Timesheets due in Payroll by 12 Noon	28 B2-16 Ends
29 B2-17 Begins	30	31 SM-14 Ends SM-14 Payday	Notes:			

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~ August 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1 SM-15 Begins SM-15 Paperwork due in HR	2	3 B2-17 Paperwork due in HR B2-16 Payday	4
5	6	7	8	9	10 B2-17 Timesheets due in Payroll by 12 Noon	11 B2-17 Ends
12 B2-18 Begins	13	14	15 SM-15 Ends SM-15 Payday SM-16 Paperwork due in HR	16 SM-16 Begins	17 B2-18 Paperwork due in HR B2-17 Payday	18
19	20	21	22	23	24 B2-18 Timesheets due in Payroll by 12 Noon	25 B2-18 Ends
26 B2-19 Begins	27	28	29	30	31 SM-16 Ends SM-16 Payday SM-17 Paperwork due in HR B2-19 Paperwork due in HR B2-18 Payday	Notes:

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~ September 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 SM-17 Begins
2	3 Rice Holiday	4	5	6	7 B2-19 Timesheets due in Payroll by 12 Noon	8 B2-19 Ends
9 B2-20 Begins	10	11	12	13	14 SM-17 Payday SM-18 Paperwork due in HR B2-20 Paperwork due in HR B2-19 Payday	15 SM-17 Ends
16 SM-18 Begins	17	18	19	20	21 B2-20 Timesheets due in Payroll by 12 Noon	22 B2-20 Ends
23 B2-21 Begins	24	25	26	27	28 SM-18 Payday B2-21 Paperwork due in HR B2-20 Payday	29
30 SM-18 Ends	Notes:					

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~ October 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 SM-19 Begins SM-19 Paperwork due in HR	2	3	4	5 B2-21 Timesheets due in Payroll by 12 Noon	6 B2-21 Ends
7 B2-22 Begins	8	9	10	11	12 B2-22 Paperwork due in HR B2-21 Payday	13
14	15 SM-19 Ends SM-19 Payday	16 SM-20 Begins	17 SM-20 Paperwork due in HR	18	19 B2-22 Timesheets due in Payroll by 12 Noon	20 B2-22 Ends
21 B2-23 Begins	22	23	24	25	26 B2-23 Paperwork due in HR B2-22 Payday	27
28	29	30	31 SM-20 Ends SM-20 Payday	Notes:		

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~ November 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 SM-21 Begins SM-21 Paperwork due in HR	2 B2-23 Timesheets due in Payroll by 12 Noon	3 B2-23 Ends
4 B2-24 Begins	5	6	7	8	9 B2-24 Paperwork due in HR B2-23 Payday	10
11	12	13	14 SM-22 Paperwork due in HR B2-24 Timesheets due in Payroll by 12 Noon	15 SM-21 Ends SM-21 Payday	16 SM-22 Begins	17 B2-24 Ends
18 B2-25 Begins	19	20	21 B2-25 Paperwork due in HR B2-24 Payday	22 Rice Holiday	23 Rice Holiday	24
25	26	27	28 SM-23 Paperwork due in HR	29	30 SM-22 Ends SM-22 Payday SM-24 Paperwork due in HR B2-25 Timesheets due in Payroll by 12 Noon	Notes:

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~ December 2012 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 SM-23 Begins B2-25 Ends
2 B2-26 Begins	3	4	5	6	7 B2-26 Paperwork due in HR B2-25 Payday	8
9	10	11	12 B2-26 Timesheets due in Payroll by 12 Noon	13	14 SM-23 Payday SM-24 Payday	15 SM-23 Ends B2-26 Ends
16 SM-24 Begins B2-1 Begins	17	18	19 B2-1 Paperwork due in HR B2-26 Payday B2-1 Timesheets due in Payroll by 12 Noon	20	21	22
23	24	25 Rice Holiday	26 Winter Recess	27 Winter Recess	28 Winter Recess	29 B2-1 Ends Winter Recess
30 Winter Recess	31 SM-24 Ends Winter Recess	Notes:				

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