

IRIS Biweekly Payroll Schedule for Jan - June 2009							
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day							
Documents MUST be received in Compensation before Wednesday 5:00 PM	Data and Time Input MUST be entered before Thursday 5:00 PM Payroll Run (Prelim)	Corrections and Other Data MUST be entered before Sunday 5:00 PM*** Payroll Correction Run (Trial)	Departments have until 5:00 PM on Monday for the biweekly payrolls Payroll Correction Final Run	Payroll Period Dates			
Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Bi-Weekly Date	Begin	End	Date Paid	PR #
12/30/2008	Wednesday 12/31/2008	1/2/09 & 1/4/09 & 1/5/09	Tuesday 1/6/09 Noon	12/21	1/3	1/9	1
1/14/2009	1/15/2009	1/18/2009	Tuesday 1/20/2009 Noon	1/4	1/17	1/23	2
1/28/2009	1/29/2009	2/1/2009	2/2/2009	1/18	1/31	2/6	3
2/11/2009	2/12/2009	2/15/2009	2/16/2009	2/1	2/14	2/20	4
2/25/2009	2/26/2009	3/1/2009	3/2/2009	2/15	2/28	3/6	5
3/12/2009	3/12/2009	3/15/2009	3/16/2009	3/1	3/14	3/20	6
3/25/2009	3/26/2009	3/29/2009	3/30/2009	3/15	3/28	4/3	7
4/8/2009	4/9/2009	4/12/2009	4/13/2009	3/29	4/11	4/17	8
4/22/2009	4/23/2009	4/26/2009	4/27/2009	4/12	4/25	5/1	9
5/6/2009	5/7/2009	5/10/2009	5/11/2009	4/26	5/9	5/15	10
5/19/2009	Wednesday 5/20/2009	5/21/2009 & 5/24/2009	Tuesday 5/26/2009 Noon	5/10	5/23	5/29	11
6/3/2009	6/4/2009	6/7/2009	6/8/2009	5/24	6/6	6/12	12
6/17/2009	6/18/2009	6/21/2009	6/22/2009	6/7	6/20	6/26	13

*** The IRIS HR Payroll system will be available for changes Saturday until 5:00 pm and Sunday until 5:00 pm

IRIS Monthly Payroll Schedule for Jan - June 2009							
Time Load, Time Transfer, and Time Evaluation MUST be run EACH day							
Documents MUST be received in Compensation before 5:00 PM	Data and Time Input MUST be entered before 5:00 PM Payroll Run (Prelim)	Corrections and Other Data MUST be entered before 5:00 PM Payroll Correction Run (Trial)	Corrections and Other Data MUST be entered before 5:00 PM Payroll Correction Final Run	Payroll Period Dates			
Monthly Date	Monthly Date	Monthly Date	Monthly Date	Begin	End	Date Paid	PR #
1/20/2009	1/21/2009	1/22/2009	1/23/2009	1/1	1/31	1/30	1
2/17/2009	2/18/2009	2/19/2009	2/20/2009	2/1	2/28	2/27	2
3/18/2009	3/19/2009	3/20/2009	3/23/2009	3/1	3/31	3/31	3
4/16/2009	4/17/2009	4/20/2009	4/21/2009	4/1	4/30	4/30	4
5/13/2009	5/14/2009	5/15/2009	5/18/2009	5/1	5/31	5/29	5
6/11/2009	6/12/2009	6/15/2009	6/16/2009	6/1	6/30	6/30	6