

IRIS Biweekly Payroll Schedule for Jul - Dec 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 #
6/30/2009	Wednesday 7/1/2009	7/2/09 & 7/5/09	7/6/2009	6/21	7/4	7/10	14
7/15/2009	7/16/2009	7/19/2009	7/20/2009	7/5	7/18	7/24	15
7/29/2009	7/30/2009	8/2/2009	8/3/2009	7/19	8/1	8/7	16
8/12/2009	8/13/2009	8/16/2009	8/17/2009	8/2	8/15	8/21	17
8/26/2009	8/27/2009	8/30/09	8/31/2009	8/16	8/29	9/4	18
9/9/2009	9/10/2009	9/13/2009	9/14/2009	8/30	9/12	9/18	19
9/23/2009	9/24/2009	9/27/2009	9/28/2009	9/13	9/26	10/2	20
10/7/2009	10/8/2009	10/11/2009	10/12/2009	9/27	10/10	10/16	21
10/21/2009	10/22/2009	10/25/2009	10/26/2009	10/11	10/24	10/30	22
11/4/2009	11/5/2009	11/8/2009	11/9/09 12:00 Noon	10/25	11/7	11/13	23
11/17/2009	Wednesday 11/18/2009	11/19/09 & 11/22/09	Sunday 11/22/2009	11/8	11/21	11/25	24
12/2/2009	12/3/2009	12/6/2009	12/7/2009	11/22	12/5	12/11	25
12/16/2009	12/17/2009	12/20/2009	12/21/09 12:00 Noon	12/6	12/19	12/24	26

*** 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 Jul-Dec 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 #
7/21/2009	7/22/2009	7/23/2009	7/24/2009	7/1	7/31	7/31	7
8/19/2009	8/20/2009	8/21/2009	8/24/2009	8/1	8/31	8/31	8
9/17/2009	9/18/2009	9/21/2009	9/22/2009	9/1	9/30	9/30	9
10/15/2009	10/16/2009	10/19/2009	10/20/2009	10/1	10/31	10/30	10
11/11/2009	11/12/2009	11/13/2009	11/16/2009	11/1	11/30	11/30	11
12/10/2009	12/11/2009	12/14/2009	12/15/2009	12/1	12/31	12/31	12