

MacVIP - PAYROLL CUTOFF SCHEDULE 2012

PAY CATEGORY 10 - MONTHLY PAYROLL FOR ALL FULL TIME GRADUATE STUDENTS AND GRADUATE STUDENT TEACHING ASSISTANTS (CUPE Local 3906, Unit 1)

PAY MONTH & PAY NUMBER	PAY DAY	FINAL DATE FOR ACCEPTANCE OF PAPER FORMS IN GH-212 (SCHOOL OF GRADUATE STUDIES)	PAY PERIOD FOR PAPER FORMS (SCHOOL OF GRADUATE STUDIES FORMS AND SPECIAL PREMIUM FORMS FOR EMPLOYEES ON PAY CATEGORY 10)	FINAL DATE FOR VIP TIME CAPTURE	PAY PERIOD FOR TIME CAPTURE
Nov - 20111110	Nov 24/11	Tues 4:30 - Nov 8/11	November 1 - 30/11	Wed. 4:30 P.M. - Nov 16/11	Sun. Oct 16 - Sat. Nov 12
Dec - 20111210 (1)	Dec 15/11	Tues 4:30 - Nov 29/11	December 1 - 31/11	Wed. 4:30 P.M. - Dec 7/11	Sun. Nov 13 - Sat. Dec 17
January - 20120110	Jan 26/12	Tues 4:30 - Jan 10/12	January 1 - 31/12	Wed. 4:30 P.M. - Jan 18/12	Sun. Dec 18 - Sat. Jan 14
February - 20120210	Feb 23/12	Tues 4:30 - Feb 7/12	February 1 - 29/12	Wed. 4:30 P.M. - Feb 15/12	Sun. Jan 15 - Sat. Feb 11
March - 20120310	Mar 29/12	Tues 4:30 - Mar 13/12	March 1 - 31/12	Wed. 4:30 P.M. - Mar 21/12	Sun. Feb 12 - Sat. Mar 17
April - 20120410	Apr 26/12	Tues 4:30 - Apr 10/12	April 1 - 30/12	Wed. 4:30 P.M. - Apr 18/12	Sun. Mar 18 - Sat. Apr 14
May - 20120510	May 31/12	Tues 4:30 - May 15/12	May 1 - 31/12	Wed. 4:30 P.M. - May 23/12	Sun. Apr 15 - Sat. May 19
June - 20120610	June 28/12	Tues 4:30 - June 12/12	June 1 - 30/12	Wed. 4:30 P.M. - June 20/12	Sun. May 20 - Sat. June 16
July - 20120710	July 26/12	Tues 4:30 - July 10/12	July 1 - 31/12	Wed. 4:30 P.M. - July 18/12	Sun. June 17 - Sat. July 14
August - 20120810	Aug 30/12	Tues 4:30 - Aug 14/12	August 1 - 31/12	Wed. 4:30 P.M. - Aug 22/12	Sun. July 15 - Sat. Aug 18
September - 20120910	Sept 27/12	Tues 4:30 - Sept 11/12	September 1 - 30/12	Wed. 4:30 P.M. - Sept 19/12	Sun. Aug 19 - Sat. Sept 15
October - 20121010	Oct 25/12	Tues 4:30 - Oct 9/12	October 1 - 31/12	Wed. 4:30 P.M. - Oct 17/12	Sun. Sept 16 - Sat. Oct 13
Nov - 20121110	Nov 29/12	Tues 4:30 - Nov 13/12	November 1 - 30/12	Wed. 4:30 P.M. - Nov 21/12	Sun. Oct 14 - Sat. Nov 17
Dec - 20121210 (1)	Dec 13/12	Tues 4:30 - Nov 27/12	December 1 - 31/12	Wed. 4:30 P.M. - Dec 5/12	Sun. Nov 18 - Sat. Dec 15

Enquiries should be directed to :

School of Graduate Studies - Lorna Thomas - Payroll Advisor, Ext. 24258(lthomas@mcmaster.ca) or Dina LoPresti - Payroll Supervisor, Ext. 23686 (loprest@mcmaster.ca)

(1) Please note that the December payday is always on, or the Thursday before, December 15th each year. Please remind those members of your department who may plan to pay graduate students.

NOTE: The run of hours simulation pay number is 61000. This report can be accessed by 10:00 a.m. on the Friday before the Thursday payday. Departments should notify the above individuals by noon on the Monday if they notice any discrepancies on this report.