


# JULY 2009

| Sunday    | Monday  | Tuesday                                 | Wednesday  | Thursday  | Friday  | Saturday  |
|-----------|---|---|--|---|---|---|
|           |   |   | <b>1 Payroll Window Opens at 8:00 AM</b><br><br><b>Off-cycle requests due by 3PM</b> | <b>2 APPS forms and Direct Deposit forms due in HR for PPE 07/09/09 Pay Day</b> | <b>3 UCF CLOSED</b>   | <b>4</b><br> |
| <b>5</b>  | <b>6 Direct Deposit forms due in HR for PPE 07/09/09</b>  | <b>7 Off-cycle requests due by 3PM</b>  | <b>8 Retroactive Payment Requests due by 10AM</b>                                    | <b>9 Pay Period Ends</b>  | <b>10 Payroll Window closes at 2:00 PM</b>  | <b>11</b>   |
| <b>12</b> | <b>13 ePAFs due in HR for PPE 07/23/09</b>                | <b>14</b>                               | <b>15 Payroll Window Opens at 8:00 AM</b>  | <b>16 Off-cycle requests due by 3PM</b>   | <b>17 APPS forms due in HR for PPE 07/23/09</b><br><br><b>Pay Day</b>                                     | <b>18</b>   |
| <b>19</b> | <b>20 Direct Deposit forms due in HR for PPE 07/23/09</b> | <b>21 Off-cycle requests due by 3PM</b> | <b>22 Retroactive Payment Requests due by 10AM</b>                                   | <b>23 Pay Period Ends</b>   | <b>24 Payroll Window closes at 2:00 PM</b>  | <b>25</b>   |
| <b>26</b> | <b>27 ePAFs due in HR for PPE 08/06/09</b>                | <b>28</b>                               | <b>29 Payroll Window Opens at 8:00 AM</b>  | <b>30 Off-cycle requests due by 3PM</b>   | <b>31 APPS forms due in HR for PPE 08/06/09 Pay Day</b><br><b>*Third Pay Day of month (no deductions)</b> |   |

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