

College of Education
Monthly and Academic Payroll Calendar and Due Dates for Personnel Information
Fiscal Year 2007/2008

Information* for Personnel Due from Department Head**	Personnel Report Due from Department Accountant**	Deadline for Personnel Reports to Business Office	Deadline for Department Head Credentialing of GTA's	Deadline for Personnel Information to UGA Budget Office	Vouchers due in Payroll***	Pay Date	Payroll Type	Pay Period Begin	Pay Period End
06/08/07	06/09-06/12/07	06/13/07	06/15/07	06/15/07	07/16/07	July 31, 2007	Monthly (11)	07/01/07	07/31/07
06/29/07	06/30-07/06/07	07/09/07	07/16/07	07/17/07	08/16/07	August 31	Monthly (11)	08/01/07	08/31/07
06/29/07	06/30-07/06/07	07/09/07	07/13/07	07/13/07	08/15/07	August 31	Academic (14)	08/16/07	08/31/07
08/06/07	08/07-08/15/07	08/16/07	08/20/07	08/21/07	09/14/07	September 28	Monthly (11)	09/01/07	09/30/07
08/03/07	08/04-08/14/07	08/15/07	08/17/07	08/17/07	09/17/07	September 28	Academic (14)	09/01/07	09/30/07
09/04/07	09/05-09/12/07	09/13/07	09/17/07	09/18/07	10/15/07	October 31	Monthly (11)	10/01/07	10/31/07
09/04/07	09/05-09/11/07	09/12/07	09/14/07	09/14/07	10/16/07	October 31	Academic (14)	10/01/07	10/31/07
10/01/07	10/02-10/10/07	10/11/07	10/15/07	10/16/07	11/12/07	November 30	Monthly (11)	11/01/07	11/30/07
09/28/07	09/29-10/09/07	10/10/07	10/12/07	10/12/07	11/09/07	November 30	Academic (14)	11/01/07	11/30/07
11/02/07	11/03-11/09/07	11/12/07	11/14/07	11/15/07	12/06/07	December 21	Monthly (11)	12/01/07	12/31/07
10/29/07	10/30-11/07/07	11/08/07	11/12/07	11/13/07	12/05/07	December 14	Academic (14)	12/01/07	12/14/07
11/26/07	11/27-12/05/07	12/06/07	12/07/07	12/11/07	01/14/08	January 31, 2008	Monthly (11)	01/01/08	01/31/08
11/23/07	11/24-12/04/07	12/05/07	12/06/07	12/07/07	01/11/08	January 31, 2008	Academic (14)	01/07/08	01/31/08
12/21/07	01/02-01/09/08	01/10/08	01/14/08	01/15/08	02/12/08	February 29	Monthly (11)	02/01/08	02/29/08
12/21/07	01/02-01/08/08	01/09/08	01/10/08	01/11/08	02/11/08	February 29	Academic (14)	02/01/08	02/29/08
02/01/08	02/02-02/08/08	02/12/08	02/14/08	02/15/08	03/17/08	March 31	Monthly (11)	03/01/08	03/31/08
01/30/08	01/31-02/08/08	02/11/08	02/13/08	02/14/08	03/18/08	March 31	Academic (14)	03/01/08	03/31/08
03/03/08	03/04-03/13/08	03/14/08	03/17/08	03/18/08	04/14/08	April 30	Monthly (11)	04/01/08	04/30/08
03/02/08	03/03-03/11/08	03/12/08	03/13/08	03/14/08	04/08/08	April 30	Academic (14)	04/01/08	04/30/08
04/04/08	04/05-04/11/08	04/14/08	04/17/08	04/18/08	05/14/08	May 30	Monthly (11)	05/01/08	05/31/08
03/28/08	03/27-04/03/08	04/04/08	04/08/08	04/09/08	04/29/08	May 06	Academic (14)	05/01/08	05/06/08
05/02/08	05/03-05/15/08	05/16/08	05/19/08	05/21/08	06/16/08	June 30	Monthly (11)	06/01/08	06/30/08
*This includes information for all staff and graduate assistant appointments and faculty changes for fiscal and/or academic year. Information needed would be name of individual, basic contact information, assignment, percent of time to be employed and period of appointment or nature of change. New full time or part-time faculty would need complete appointment package so other deadlines apply (see attached).									
**This process should begin as soon as information becomes available.									
***Due by noon on this date.									