



XAVIER UNIVERSITY OF LOUISIANA

OFFICE OF HUMAN RESOURCES

1 Drexel Drive • Box 104-C
New Orleans, Louisiana 70125-1098
(504) 520-7537 • Fax (504) 520-7937

2012 Exempt Employee Pay/Approval Dates

No.	Payroll Period	KRONOS Approval/ EPAF Submission Cutoff Date	Pay Date
1	Jan 1 - Jan 31	Jan 20	Jan 31
2	Feb 1 - Feb 28	Feb 17	Feb 29
3	Mar 1 - Mar 31	Mar 23	Mar 30
4	Apr 1 - Apr 30	Apr 20	Apr 30
5	May 1 - May 31	May 22	May 31
6	Jun 1 - Jun 30	Jun 20	Jun 29
7	Jul 1 - Jul 31	Jul 20	Jul 31
8	Aug 1 - Aug 31	Aug 23	Aug 31
9	Sept 1 - Sept 30	Sept 19	Sept 28
10	Oct 1 - Oct 31	Oct 22	Oct 31
11	Nov 1 - Nov 30	Nov 19	Nov 30
12	Dec 1 - Dec 31	Dec 18	Dec 31

All Electronic Personnel Action Forms (EPAF) for monthly employees must be received in Human Resources **by the 10th of the month** in which they are to be processed.

Please Note:

PAID TIME OFF HOURS SUCH AS (VACATION, SICK LEAVE, ETC.)

NOT ENTERED PRIOR TO THE TIME CARD BEING APPROVED MUST BE ENTERED INTO KRONOS BY THE LAST WORKING DAY IN THE MONTH LEAVE WAS TAKEN.



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2012 Non-Exempt Employee Pay/Approval Dates

No.	Payroll Period	KRONOS Approval/ EPAF Submission Cutoff Date	Pay Date
1	Dec 25 - Jan 7	Jan 9	Jan 13
2	Jan 8 - Jan 21	Jan 23	Jan 27
3	Jan 22 - Feb 4	Feb 6	Feb 10
4	Feb 6 - Feb 18	Feb 20	Feb 24
5	Feb 19 - Mar 3	Mar 5	Mar 9
6	Mar 4 - Mar 17	Mar 21	Mar 23
7	Mar 18 - Mar 31	Apr 2	Apr 6
8	Apr 1 - Apr 14	Apr 16	Apr 20
9	Apr 15 - Apr 28	April 30	May 4
10	Apr 29 - May 12	May 14	May 18
11	May 13 - May 26	May 28	Jun 1
12	May 27 - Jun 9	Jun 11	Jun 15
13	Jun 10 - Jun 23	Jun 25	Jun 29
14	Jun 24 - Jul 7	Jul 19	Jul 13
15	Jul 8 - Jul 21	Jul 23	Jul 27
16	Jul 22 - Aug 4	Aug 6	Aug 10
17	Aug 5 - Aug 18	Aug 20	Aug 24
18	Aug 19 - Sep 1	Sept 5*	Sept 7
19	Sep 2 - Sep 15	Sept 17	Sept 21
20	Sep 16 - Sep 29	Oct 1	Oct 5
21	Sep 30 - Oct 13	Oct 15	Oct 19
22	Oct 14 - Oct 27	Oct 29	Nov 2
23	Oct 28 - Nov 10	Nov 12	Nov 16
24	Nov 11 - Nov 23	Nov 26	Nov 30
25	Nov 25 - Dec 8	Dec 10	Dec 14
26	Dec 9 - Dec 22	Dec 24	Dec 28

All Non-Exempt Timecards must be approved in KRONOS by the Approval/Timekeeper on or prior to the KRONOS approval date. *There will be no pay adjustments outside of the pay period.* **No Exceptions.**

Electronic Personnel Action Forms (EPAF) are due in Human Resources the *first day of the pay period* in which it is to be processed.

* Holiday