

All Monthly Exempt Employees report time off Through Time & Labor.  
All Monthly Payroll is checked in the new method, through Time & Labor View Gross Pay.

All changes must be submitted by the Time Keeper completion deadline in order to make the paycheck for that month

Effective December 1, 2009 the pay period and the reporting time off period are the same for Monthly employees.  
(First day through last day of month.)

All Time & Labor Schedules are in Red.

**Please NOTE: All PAF's are due in HR 5 working days prior to the effective date of the action. This includes both Monthly and Biweekly employees.**

**PAF's, especially hires and rehires, provide for access to many tools on campus, the deadlines provided are for HR Payroll purposes. Process paperwork as soon as you possibly can.**

**Note for Time Reporters:** Time will be rounded up to the nearest tenth of an hour for time reported each day, for each Time Reporting Code. The chart below shows the conversions that will be used. Employees should adjust the amount of time entered (regular time or leave time) so their total time after rounding equals 8 hours (or their regularly scheduled hours).

Minutes to tenths of hour conversion chart					
Worked	To	Worked	To	Worked	To
0 – 2	0	21 – 26	.4	45 – 50	.8
3 – 8	.1	27 – 32	.5	51 – 56	.9
9 – 14	.2	33 – 38	.6	57 – 60	1.0
15 – 20	.3	39 – 44	.7		

Example: If the employee works 6.75 and enters 1.25 hours of vacation, Time and Labor will round 6.75 to 6.8 and 1.25 to 1.3, resulting in 8.1 hours. Therefore, it is recommended that the employee only enter 1.2 hours of vacation, resulting in 8.0 hours.

# December 2011

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
December MON UNI/HRL reporting period 11-13-2011 through 12-10-2011. 12-3-2011 MON PAF's MUST be in HR. All PAF's are considered late if not received prior to effective date.				1	2	3
4	5	6	7 BIW Pay Day	8	9	10 BIW Pay Period ends. <b>December MON UNI/HRL reporting period Ends.</b>
11 BIW Pay Period Begins  <b>January MON UNI/HRL reporting period Ends.</b>	12  <b>BIW All Approvers or Delegates must have all hours approved by 5 pm.</b>	13 <b>BIW Time Keepers</b> make any necessary corrections by 5 pm <b>MON All Approvers or Delegates must complete all approvals by 5 pm.</b> DEC MON Pay Sheets create @ 10:00 PM VGP available after 10 PM	14 <b>MON Time Keepers</b> make any necessary corrections by 5 pm	15	16	17
18	19	20	21 BIW Pay Day	22	23 MON Pay Day	24 BIW Pay Period ends.
25 BIW Pay Period Begins	26 Christmas Day Observed UMKC Closed <b>BIW All Approvers or Delegates must have all hours approved by 5 pm.</b>	27 <b>BIW Time Keepers</b> make any necessary corrections by 5 pm	28	29	30	31

# JANUARY 2012

January MON UNI/HRL reporting period 12-25-2011 through 1-12-2012.  
 1-14-2012 MON PAF's MUST be in HR. All PAF's are considered late if not received prior to effective date.

sun	mon	tues	wed	thurs	fri	sat
01	02 New Year's Day Observed - University Holiday	03	04 BIW Pay Day	05	06	07 BIW Pay Period ends.
08 BIW Pay Period Begins	09 BIW Approvers/ Delegates approve hours by 5 pm.	10 BIW Time Keepers make corrections by 5 pm	11	12	13	14 JAN MON UNI/HRL reporting period Ends
15 FEB MON UNI/HRL reporting period Begins	16 MLK Birthday - University Holiday MON Approvers/ Delegates approve hours by 5 pm.	17 JAN MON Pay Sheets created @ 8:00 AM and VGP available.	18 BIW Pay Day	19	20	21 BIW Pay Period ends.
22 BIW Pay Period Begins	23 BIW Approvers/ Delegates approve hours by 5 pm.	24 BIW Time Keepers make corrections by 5 pm	25	26	27	28
29	30	31 MON Pay Day.	01	02	03	04

# FEBRUARY 2012

February MON UNI/HRL reporting period 1-15-2012 through 2-11-2012.  
 2-15-2012 MON PAF's MUST be in HR. All PAF's are considered late if not received prior to effective date.

sun	mon	tues	wed	thurs	fri	sat
29	30	31	01 BIW Pay Day	02	03	04 BIW Pay Period ends.
05 BIW Pay Period Begins	06 BIW Approvers/ Delegates approve hours by 5 pm.	07 BIW Time Keepers make corrections by 5 pm	08	09	10	11 FEB MON UNI/HRL reporting period Ends
12 MAR MON UNI/HRL reporting period Begins	13 MON Approvers/ Delegates approve hours by 5 pm.	14 FEB MON Pay Sheets created @ 8:00 AM and VGP available.	15 BIW Pay Day	16	17	18 BIW Pay Period ends.
19 BIW Pay Period Begins	20 BIW Approvers/ Delegates approve hours by 5 pm.	21 BIW Time Keepers make corrections by 5 pm	22	23	24	25
26	27	28	29 BIW Pay Day MON Pay Day.	01	02	03

# MARCH 2012

March MON UNI/HRL reporting period 2-12-2012 through 3-17-2012.  
 3-22-2012 MON PAF's MUST be in HR. All PAF's are considered late if not received prior to effective date.

sun	mon	tues	wed	thurs	fri	sat
26	27	28	29	01	02	03 BIW Pay Period ends.
04 BIW Pay Period Begins	05 <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	06 <b>BIW Time Keepers</b> make corrections by 5 pm	07	08	09	10
11	12	13	14 BIW Pay Day	15	16	17 BIW Pay Period ends. MAR MON UNI/HRL reporting period Ends
18 BIW Pay Period Begins APR MON UNI/HRL reporting period Begins	19 <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	20 <b>BIW Time Keepers</b> make corrections by 5 pm. <b>MON Approvers/ Delegates</b> approve hours by 5 pm.*	21 MAR MON Pay Sheets created @ 8:00 AM and VGP available.	22	23	24
25	26	27	28 BIW Pay Day	29	30 MON Pay Day.	31 BIW Pay Period ends.

# APRIL 2012

April MON UNI/HRL reporting period 3-18-2012 through 4-14-2012.  
 4-20-2012 MON PAF's MUST be in HR. All PAF's are considered late if not received prior to effective date.

sun	mon	tues	wed	thurs	fri	sat
01 BIW Pay Period Begins	02 <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	03 <b>BIW Time Keepers</b> make corrections by 5 pm	04	05	06	07
08	09	10	11 BIW Pay Day	12	13	14 BIW Pay Period ends. <b>APR MON UNI/HRL reporting period Ends</b>
15 BIW Pay Period Begins <b>MAY MON UNI/HRL reporting period Begins</b>	16 <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	17 <b>BIW Time Keepers</b> make corrections by 5 pm	18 <b>MON Approvers/ Delegates</b> approve hours by 5 pm.	19 Apr MON Pay Sheets created @ 8:00 AM and VGP available	20	21
22	23	24	25 BIW Pay Day	26	27	28 BIW Pay Period ends.
29 BIW Pay Period Begins	30 MON Pay Day. <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	01	02	03	04	05

# MAY 2012

May MON UNI/HRL reporting period 4-15-2012 through 5-12-2012.  
 5-22-2012 MON PAF's MUST be in HR. All PAF's are considered late if not received prior to effective date.

sun	mon	tues	wed	thurs	fri	sat
29	30	01 <b>BIW Time Keepers</b> make corrections by 5 pm	02	03	04	05
06	07	08	09 BIW Pay Day	10	11	12 BIW Pay Period ends. <b>MAY MON UNI/HRL reporting period Ends</b>
13 BIW Pay Period Begins <b>JUN MON UNI/HRL reporting period Begins</b>	14 <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	15 <b>BIW Time Keepers</b> make corrections by 5 pm	16	17	18 <b>MON Approvers/ Delegates</b> approve hours by 5 pm.	19
20	21 MAY MON Pay Sheets created @ 8:00 AM and VGP available	22	23 BIW Pay Day	24	25	26 BIW Pay Period ends.
27 BIW Pay Period Begins	28 <b>Memorial Day Observed - University Holiday BIW Approvers/ Delegates</b> approve hours by 5 pm.	29 <b>BIW Time Keepers</b> make corrections by 5 pm	30	31 MON Pay Day.	01	02

# JUNE 2012

June MON UNI/HRL reporting period 5-13-2012 through 6-16-2012.  
 6-20-2012 MON PAF's MUST be in HR. All PAF's are considered late if not received prior to effective date.

sun	mon	tues	wed	thurs	fri	sat
27	28	29	30	31	01	02
03	04	05	06 BIW Pay Day	07	08	09 BIW Pay Period ends.
10 BIW Pay Period Begins	11 <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	12 <b>BIW Time Keepers</b> make corrections by 5 pm	13	14	15	16 <b>JUN MON UNI/HRL reporting period Ends</b>
17 <b>JUL MON UNI/HRL reporting period Begins</b>	18 <b>MON Approvers/ Delegates</b> approve hours by 5 pm.	19 <b>JUN MON Pay</b> Sheets created @ 8:00 AM and VGP available	20 BIW Pay Day	21	22	23 BIW Pay Period ends.
24 BIW Pay Period Begins	25 <b>BIW Approvers/ Delegates</b> approve hours by 5 pm.	26 <b>BIW Time Keepers</b> make corrections by 5 pm	27	28	29 MON Pay Day.	30