

Lane Community College
2006 CALENDAR YEAR PAY PERIODS

Pay ID #	Pay Period
SM 1	12/16/2005 to 12/31/2005
SM 2	1/1/2006 to 1/15/2006
SM 3	1/16/2006 to 1/31/2006
SM 4	2/1/2006 to 2/15/2006
SM 5	2/16/2006 to 2/28/2006
SM 6	3/1/2006 to 3/15/2006
SM 7	3/16/2006 to 3/31/2006
SM 8	4/1/2006 to 4/15/2006
SM 9	4/16/2006 to 4/30/2006
SM 10	5/1/2006 to 5/15/2006
SM 11	5/16/2006 to 5/31/2006
SM 12	6/1/2006 to 6/15/2006
SM 13	6/16/2006 to 6/30/2006
SM 14	7/1/2006 to 7/15/2006
SM 15	7/16/2006 to 7/31/2006
SM 16	8/1/2006 to 8/15/2006
SM 17	8/16/2006 to 8/31/2006
SM 18	9/1/2006 to 9/15/2006
SM 19	9/16/2006 to 9/30/2006
SM 20	10/1/2006 to 10/15/2006
SM 21	10/16/2006 to 10/31/2006
SM 22	11/1/2006 to 11/15/2006
SM 23	11/16/2006 to 11/30/2006
SM 24	12/1/2006 to 12/15/2006

LEGEND

Color	Description
Dark Red	Holiday
Blue	Pay Period Begin and End Dates
Dark Green	• Paperwork Submission Deadline
Blue-Gray	• PTSOA Deadline
Red	• Employees Submit Timesheets for Approval
Orange	• Web Approval Deadline
Pink	• SuperUser Deadline
Dark Yellow	Payroll Processing
Black	Pay Day

December 2005

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Begin PP SM 24 • Web Approval Deadline – 10:00 AM	2 • SuperUser Deadline – Midnight	3
4	5 Process Payroll SM 23	6 Process Payroll SM 23	7 Process Payroll SM 23	8	9 Pay Day	10
11	12 • SM 24 Paperwork Submission Deadline	13	14	15 End PP SM 24 • Submit Timesheets for Approval • Web Approval Deadline –2:00 PM	16 Begin PP SM 1 • SuperUser Deadline – 7:00 AM Process Payroll SM 24	17
18	19 Process Payroll SM 24 • Winter PTSOA Deadline	20 Process Payroll SM 24	21	22 Pay Day	23 HOLIDAY	24
25	26 HOLIDAY	27 HOLIDAY	28 • SM 1 Paperwork Submission Deadline	29	30	31 End PP SM 1 • Submit Timesheets for Approval

January 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Begin PP SM 2	2 HOLIDAY	3 • Web Approval Deadline - Noon	4 • SuperUser Deadline - 10:00 AM Process Payroll SM 1	5 Process Payroll SM 1	6 Process Payroll SM 1	7
8	9	10 Pay Day • SM 2 Paperwork Submission Deadline	11	12	13	14
15 End PP SM 2 • Submit Timesheets for Approval	16 Begin PP SM 3 HOLIDAY	17 • Web Approval Deadline - 2:00 PM	18 • SuperUser Deadline - Midnight	19 Process Payroll SM 2	20 Process Payroll SM 2	21
22	23 Process Payroll SM 2	24	25 Pay Day	26 • SM 3 Paperwork Submission Deadline	27	28
29	30	31 End PP SM 3 • Submit Timesheets for Approval				

February 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Being PP SM 4	2 • Web Approval Deadline – 10:00 AM	3 • SuperUser Deadline – Midnight	4
5	6 Process Payroll SM 3	7 Process Payroll SM 3	8 Process Payroll SM 3	9	10 Pay Day • SM 4 Paperwork Submission Deadline	11
12	13	14	15 End PP SM 4 • Submit Timesheets for Approval	16 Begin PP SM 5 • Web Approval Deadline – 10:00 AM • SuperUser Deadline – Midnight	17 Process Payroll SM 4	18
19	20 HOLIDAY	21 Process Payroll SM 4	22 Process Payroll SM 4	23 • SM 5 Paperwork Submission Deadline	24 Pay Day	25
26	27	28 End PP SM 5 • Submit Timesheets for Approval				

March 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Begin PP SM 6	2 • Web Approval Deadline – 10:00 AM	3 • SuperUser Deadline – Midnight	4
5	6 Process Payroll SM 5	7 Process Payroll SM 5	8 Process Payroll SM 5	9	10 Pay Day • SM 6 Paperwork Submission Deadline	11
12	13	14	15 End PP SM 6 • Submit Timesheets for Approval	16 Begin PP SM 7 • Web Approval Deadline – 2:00 PM	17 • SuperUser Deadline – Midnight	18
19	20 Process Payroll SM 6	21 Process Payroll SM 6	22 Process Payroll SM 6	23	24 Pay Day	25
26	27	28 • SM 7 Paperwork Submission Deadline	29	30	31 End PP SM 7 • Submit Timesheets for Approval	

April 2006

April 2006						
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Begin PP SM 8
2	3 <ul style="list-style-type: none"> • Web Approval Deadline – 10:00 AM • SuperUser Deadline – Midnight 	4 Process Payroll SM 7	5 Process Payroll SM 7	6 Process Payroll SM 7 <ul style="list-style-type: none"> • Spring PTSOA Deadline 	7	8
9	10 Pay Day	11 <ul style="list-style-type: none"> • SM 8 Paperwork Submission Deadline 	12	13	14	15 End PP SM 8 <ul style="list-style-type: none"> • Submit Timesheets for Approval
16 Begin PP SM 9	17 <ul style="list-style-type: none"> • Web Approval Deadline – 2:00 PM 	18 <ul style="list-style-type: none"> • SuperUser Deadline – Midnight 	19 Process Payroll SM 8	20 Process Payroll SM 8	21 Process Payroll SM 8	22
23	24	25 Pay Day <ul style="list-style-type: none"> • SM 9 Paperwork Submission Deadline 	26	27	28	29
30 End PP SM 9 <ul style="list-style-type: none"> • Submit Timesheets for Approval 						

May 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Begin PP SM 10	2 • Web Approval Deadline – 10:00 AM	3 • SuperUser Deadline – Midnight	4 Process Payroll SM 9	5 Process Payroll SM 9	6
7	8 Process Payroll SM 9	9	10 Pay Day • SM 10 Paperwork Submission Deadline	11	12	13
14	15 End PP SM 10 • Submit Timesheets for Approval	16 Begin PP SM 11	17 • Web Approval Deadline – 10:00 AM	18 • SuperUser Deadline – Midnight	19 Process Payroll SM 10	20
21	22 Process Payroll SM 10	23 Process Payroll SM 10	24	25 Pay Day • SM 11 Paperwork Submission Deadline	26	27
28	29 HOLIDAY	30	31 End PP SM 11 • Submit Timesheets for Approval			

June 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Begin PP SM 12 • Web Approval Deadline – 2:00 PM	2 • SuperUser Deadline – Midnight	3
4	5 Process Payroll SM 11	6 Process Payroll SM 11	7 Process Payroll SM 11	8	9 Pay Day	10
11	12 • SM 12 Paperwork Submission Deadline	13	14	15 End PP SM 12 • Submit Timesheets for Approval	16 Begin PP SM 13 • Web Approval Deadline – 10:00 AM • SuperUser Deadline – Midnight	17
18	19 Process Payroll SM 12	20 Process Payroll SM 12	21 Process Payroll SM 12	22	23 Pay Day • Summer PTOA Deadline	24
25	26	27 • SM 13 Paperwork Submission Deadline	28	29	30 End PP SM 13 • Submit Timesheets for Approval • Web Approval Deadline – 2:00 PM	

July 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Begin PP SM 14
2	3 • SuperUser Deadline – 10:00 AM Process Payroll SM 13	4 HOLIDAY	5 Process Payroll SM 13	6 Process Payroll SM 13	7	8
9	10 Pay Day	11 • SM 14 Paperwork Submission Deadline	12	13	14	15 End PP SM 14 • Submit Timesheets for Approval
16 Begin PP SM 15	17 • Web Approval Deadline – 2:00 PM	18 • SuperUser Deadline – Midnight	19 Process Payroll SM 14	20 Process Payroll SM 14	21 Process Payroll SM 14	22
23	24	25 Pay Day	26 • SM 15 Paperwork Submission Deadline	27	28	29
30	31 End PP SM 15 • Submit Timesheets for Approval					

August 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1 Begin PP SM 16	2 • Web Approval Deadline – 10:00 AM	3 • SuperUser Deadline – Midnight	4 Process Payroll SM 15	5
6	7 Process Payroll SM 15	8 Process Payroll SM 15	9	10 Pay Day • SM 16 Paperwork Submission Deadline	11	12
13	14	15 End PP SM 16 • Submit Timesheets for Approval	16 Begin PP SM 17	17 • Web Approval Deadline – 10:00 AM	18 • SuperUser Deadline – Midnight	19
20	21 Process Payroll SM 16	22 Process Payroll SM 16	23 Process Payroll SM 16	24	25 Pay Day	26
27	28 • SM 17 Paperwork Submission Deadline	29	30	31 End PP SM 17 • Submit Timesheets for Approval • Web Approval Deadline – 2:00 PM		

September 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Begin PP SM 18 • SuperUser Deadline – 10:00 AM Process Payroll	2
3	4 HOLIDAY	5 Process Payroll SM 17	6 Process Payroll SM 17	7	8 Pay Day	9
10	11	12 • SM 18 Paperwork Submission Deadline	13	14	15 End PP SM 18 • Submit Timesheets for Approval	16 Begin PP SM 19
17	18 • Web Approval Deadline – 10:00 AM • SuperUser Deadline – Midnight	19 Process Payroll SM 18	20 Process Payroll SM 18	21 Process Payroll SM 18	22 • Fall PTSOA Deadline	23
24	25 Pay Day	26 • SM 19 Paperwork Submission Deadline	27	28	29	30 End PP SM 19 • Submit Timesheets for Approval

October 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 Begin PP SM 20	2 • Web Approval Deadline – 2:00 PM	3 • SuperUser Deadline – 7:00 AM Process Payroll SM 19	4 Process Payroll SM 19	5 Process Payroll SM 19	6	7
8	9	10 Pay Day • SM 20 Paperwork Submission Deadline	11	12	13	14
15 End PP SM 20 • Submit Timesheets for Approval	16 Begin PP SM 21	17 • Web Approval Deadline – 10:00 AM	18 • SuperUser Deadline – Midnight	19 Process Payroll SM 20	20 Process Payroll SM 20	21
22	23 Process Payroll SM 20	24	25 Pay Day	26 • SM 21 Paperwork Submission Deadline	27	28
29	30	31 End PP SM 21 • Submit Timesheets for Approval				

November 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1 Begin PP SM 22 • Web Approval Deadline – 2:00 PM	2 • SuperUser Deadline – Midnight	3 Process Payroll SM 21	4
5	6 Process Payroll SM 21	7 Process Payroll SM 21	8	9 Pay Day • SM 22 Paperwork Submission Deadline	10 HOLIDAY	11
12	13	14 • Submit Timesheets for Approval	15 End PP SM 22 • Web Approval Deadline – 10:00 AM • SuperUser Deadline – Midnight	16 Begin PP SM 23 Process Payroll SM 22	17 Process Payroll SM 22	18
19	20 Process Payroll SM 22	21	22 Pay Day	23 HOLIDAY	24 HOLIDAY	25
26	27 • SM 23 Paperwork Submission Deadline	28	29	30 End PP SM 23 • Submit Timesheets for Approval		

December 2006

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1 Begin PP SM 24 • Web Approval Deadline – 10:00 AM • SuperUser Deadline – Midnight	2
3	4 Process Payroll SM 23	5 Process Payroll SM 23	6 Process Payroll SM 23	7	8 Pay Day	9
10	11	12 • SM 24 Paperwork Submission Deadline	13 • Submit Timesheets for Approval	14 • Web Approval Deadline – 10:00 AM	15 End PP SM 24 Process Payroll SM 24 • SuperUser Deadline – 10:00 AM	16 Begin PP SM 1 2006
17	18 Process Payroll SM 24 • Winter PTSOA Deadline	19 Process Payroll SM 24	20	21 Pay Day • SM 1 2006 Paperwork Submission Deadline	22 HOLIDAY	23
24	25 HOLIDAY	26 HOLIDAY	27	28	29	30
31 End PP SM 1 2006 • Submit Timesheets for Approval						