

## **Monthly Position/Appointment Forms SCHEDULE OF CUT-OFF DATES 2011**

Position/Appointment Forms and Additional Pay Requests must be received in the Payroll Office by **5:00 PM** on the day of the cut-off shown below in order for the forms to be processed for the corresponding pay date. Please submit forms earlier when available.

<b>Monthly Cut-Off Dates</b>	<b>Monthly Pay Date</b>
January 17, 2011	January 31, 2011
February 14, 2011	February 28, 2011
March 17, 2011	March 31, 2011
April 15, 2011	April 29, 2011
May 16, 2011	May 31, 2011
June 16, 2011	June 30, 2011
July 15, 2011	July 29, 2011
August 17, 2011	August 31, 2011
September 15, 2011	September 30, 2011
October 17, 2011	October 31, 2011
November 14, 2011	November 30, 2011
December 13, 2011	December 29, 2011

Forms may be submitted to the Payroll Division, Room 850, Abbott Hall, 710 N Lake Shore Drive, Chicago Campus or the Payroll Division, 2<sup>nd</sup> floor, 720 University Place, Evanston Campus.