

University of Missouri – St. Louis  
 Monthly Payroll Schedule – Paid Time off (PTO) (Vac, Sck, Per)  
 2012

<u>Pay Period Begins</u>	<u>Pay Period Ends</u>	<u>PTO Reporting Period</u>	<u>PTO must be Entered NLT</u>	<u>PTO must be Approve NLT</u>	<u>Pay Date</u>
Dec 1, 2011	Dec 31, 2011	Dec 1 – 31	Dec 13, 2011	Dec 15	Dec 23, 2011 *
Jan 1, 2012	Jan 31, 2012	Jan 1 – 31	Jan 17, 2012	Jan 19	Jan 31, 2012
Feb 1, 2012	Feb 29, 2012	Feb 1 – 29	Feb 13, 2012	Feb 15	Feb 29, 2012
Mar 1, 2012	Mar 31, 2012	Mar 1 – 31	Mar 20, 2012	Mar 22	Mar 30, 2012
Apr 1, 2012	Apr 30, 2012	Apr 1 – 30	Apr 18, 2012	Apr 20	Apr 30, 2012
May 1, 2012	May 31, 2012	May 1 – 31	May 18, 2012	May 20	May 31, 2012
Jun 1, 2012	Jun 30, 2012	Jun 1 – 30	Jun 18, 2012	Jun 20	Jun 29, 2012
Jul 1, 2012	Jul 31, 2012	Jul 1 – 31	Jul 16, 2012	Jul 18	Jul 31, 2012
Aug 1, 2012	Aug 31, 2012	Aug 1 – 31	Aug 21, 2012	Aug 23	Aug 31, 2012
Sep 1, 2012	Sep 30, 2012	Sep 1 – 30	Sep 18, 2012	Sep 20	Sep 28, 2012
Oct 1, 2012	Oct 31, 2012	Oct 1 – 31	Oct 19, 2012	Oct 21	Oct 31, 2012
Nov 1, 2012	Nov 30, 2012	Nov 1 – 30	Nov 18, 2012	Nov 20	Nov 30, 2012
Dec 1, 2012	Dec 31, 2012	Dec 1 – 31	Dec 12, 2012	Dec 14	Dec 24, 2012*

**\*Subject to Holiday Schedule.**