



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

2010 Exempt Employee Pay/Approval Dates

No.	Payroll Period	KRONOS Approval/ EPAF Submission Cutoff Date	Pay Date
1	Jan 1 - Jan 31	Jan 21	Jan 29
2	Feb 1 - Feb 28	Feb 18	Feb 26
3	Mar 1 - Mar 31	Mar 22	Mar 31
4	Apr 1 - Apr 30	Apr 22	Apr 30
5	May 1 - May 31	May 20	May 31
6	Jun 1 - Jun 30	Jun 22	Jun 30
7	Jul 1 - Jul 31	Jul 22	Jul 30
8	Aug 1 - Aug 31	Aug 23	Aug 31
9	Sept 1 - Sept 30	Sept 22	Sept 30
10	Oct 1 - Oct 31	Oct 21	Oct 29
11	Nov 1 - Nov 30	Nov 22	Nov 30
12	Dec 1 - Dec 31	Dec 20	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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2010 Non-Exempt Employee Pay/Approval Dates

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

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.