



Supervisor Monthly Certification Deadlines

College of Veterinary Medicine – Revised February 2012

Supervisors must have their monthly certifications completed by the following deadline dates. Any changes made to the certifications after the deadline may be added to the following months certifications. Failing to complete their certifications by the deadline won't immediately impact the paycheck process. However, ***multiple months of uncertified payroll may result in a stop in pay for those employees.***

Month	Pay Certification Due by 7:00 p.m.
February	February 17 th
March	March 16 th
April	April 13 th
May	May 15 th
June	June 12 th
July	July 17 th
August	August 17 th
September	September 14 th
October	October 18 th
November	November 9 th
December	December 11 th

For assistance, please consult your departmental HR Professional.