

PAYROLL DUE DATES
For JULY 2009 to JUNE 2010

EMPLOYEES: All time sheets are due in the **PAYROLL MAILBOX by 9:00 a.m.** on the due dates listed below.

STUDENTS: All time sheets are due to be turned in **TO YOUR SUPERVISOR by 8:00 a.m.** on the due dates listed below.

SUPERVISORS: All student/work study time sheets are due in the **PAYROLL MAILBOX by 9:00 a.m.** on the due dates listed below.

Time sheets turned in after times listed will **NOT** be processed until the next payroll cycle.

All time sheets must be totaled using quarter hour increments.

All employee and student time sheets must be signed by the student and supervisor. Time sheets received without required signatures will be returned and processed the next payroll cycle.

All employee time sheets must be signed by the supervisor. Time sheets received without required signature will be returned and processed the next payroll cycle.

FROM	TO	DUE DATE	PAY DATE	FROM	TO	DUE DATE	PAY DATE
06/28/09	07/11	07/13	07/17	12/27	01/09	01/11	01/15
07/12	07/25	07/27	07/31	01/10	01/23	01/25	01/29
07/26	08/08	08/10	08/14	01/24	02/06	02/08	02/12
08/09	08/22	08/24	08/28	02/07	02/20	02/22	02/26
08/23	09/05	09/07**	09/11	02/21	03/06	03/08	03/12
09/06	09/19	09/21	09/25	03/07	03/20	03/22	03/26
09/20	10/03	10/05	10/09	03/21	04/03	04/05	04/09
10/04	10/17	10/19	10/23	04/04	04/17	04/19	04/23
10/18	10/31	11/02	11/06	04/18	05/01	05/03	05/07
11/01	11/14	11/16	11/20	05/02	05/15	05/17	05/21
11/15	11/28	11/30	12/04	05/16	05/29	05/31**	06/04
11/29	12/12	12/14	12/18	05/30	06/12	06/14	06/18
12/13	12/26	12/28	01/01/10**	06/13	06/26	06/28	07/02
** Denotes holiday							