

# PAYROLL CALENDAR 2009

Pay Period Begins	Pay Period Ends	Timesheet Due in Payroll	Pay Check Issued	
12/16/08	12/31/08	12/23/08	01/09/09	<b>1</b>
01/01/09	01/15/09	01/15/09	01/26/09	<b>2</b>
01/16/09	01/31/09	01/30/09	02/10/09	<b>3</b>
02/01/09	02/15/09	02/17/09	02/26/09	<b>4</b>
02/16/09	02/28/09	02/27/09	03/10/09	<b>5</b>
03/01/09	03/15/09	03/16/09	03/26/09	<b>6</b>
03/16/09	03/31/09	04/01/09	04/10/09	<b>7</b>
04/01/09	04/15/09	04/15/09	04/24/09	<b>8</b>
04/16/09	04/30/09	04/30/09	05/08/09	<b>9</b>
05/01/09	05/15/09	05/15/09	05/26/09	<b>10</b>
05/16/09	05/31/09	06/01/09	06/10/09	<b>11</b>
06/01/09	06/15/09	06/16/09	06/26/09	<b>12</b>
06/16/09	06/30/09	06/30/09	07/10/09	<b>13</b>
07/01/09	07/15/09	07/15/09	07/24/09	<b>14</b>
07/16/09	07/31/09	07/31/09	08/10/09	<b>15</b>
08/01/09	08/15/09	08/17/09	08/26/09	<b>16</b>
08/16/09	08/31/09	08/31/09	09/10/09	<b>17</b>
09/01/09	09/15/09	09/16/09	09/25/09	<b>18</b>
09/16/09	09/30/09	09/30/09	10/09/09	<b>19</b>
10/01/09	10/15/09	10/15/09	10/26/09	<b>20</b>
10/16/09	10/31/09	10/30/09	11/10/09	<b>21</b>
11/01/09	11/15/09	11/13/09	11/24/09	<b>22</b>
11/16/09	11/30/09	12/01/09	12/10/09	<b>23</b>
12/01/09	12/15/09	12/15/09	12/23/09	<b>24</b>
12/16/09	12/31/09	12/23/09	01/08/10	<b>1</b>

Per University policy and procedures, supervisors are responsible for batching, alphabetizing, and delivering the timesheets to Payroll. Timesheets are due in Payroll by 9 am.

EXEMPT employees timesheets are due in the Payroll Department by the 1st of each month, with grace period until the 5th. Exceptions for EXEMPT employees will be posted on the last payroll of the month.

\* Some dates may be subject to change