



Department of Payroll

MONTH	PAYROLL TYPE	PAY PERIOD		PAF & BENEFIT ELECTIONS DUE IN HR 9am	ADP Timecard Approval Due to Payroll 9am	FINAL PAYROLL PROCESSING	CHECK DATE
		BEGIN DATE	END DATE				
JULY	1ST BW	6/13/09	6/26/09	6/19/09	6/29/09	6/30/09	7/3/09
	2ND BW	6/27/09	7/10/09	7/2/09	7/13/09	7/14/09	7/17/09
	3RD BW	7/11/09	7/24/09	7/17/09	7/27/09	7/28/09	7/31/09
	MONTHLY/SUM FAC	7/1/09	7/31/09	7/10/09	8/5/09	7/20/09	7/31/09
AUGUST	1ST BW	7/25/09	8/7/09	7/31/09	8/10/09	8/11/09	8/14/09
	2ND BW	8/8/09	8/21/09	8/14/09	8/24/09	8/25/09	8/28/09
	FACULTY/MONTHLY	8/1/09	8/31/09	8/14/09	9/5/09	8/26/09	8/31/09
SEPTEMBER	1ST BW	8/22/09	9/4/09	8/28/09	9/3/09*	9/8/09	9/11/09
	2ND BW	9/5/09	9/18/09	9/11/09	9/21/09	9/22/09	9/25/09
	FACULTY/MONTHLY	9/1/09	9/30/09	9/11/09	9/22/09*	9/25/09	9/30/09
OCTOBER	1ST BW	9/19/09	10/2/09	9/25/09	10/5/09	10/6/09	10/9/09
	2ND BW	10/3/09	10/16/09	10/9/09	10/19/09	10/20/09	10/23/09
	FACULTY/MONTHLY	10/1/09	10/31/09	10/16/09	10/22/09*	10/27/09	10/30/09
NOVEMBER	1ST BW	10/17/09	10/30/09	10/23/09	11/2/09	11/3/09	11/6/09
	2ND BW	10/31/09	11/13/09	11/6/09	11/16/09	11/17/09	11/20/09
	FACULTY/MONTHLY	11/1/09	11/30/09	11/13/09	11/20/09*	11/24/09	11/30/09
DECEMBER	1ST BW	11/14/09	11/27/09	11/20/09	11/30/09	12/1/09	12/4/09
	FACULTY	12/1/09	12/31/09	12/1/09	12/9/09*	12/11/09	12/15/09
	2ND BW	11/28/09	12/11/09	12/4/09	12/14/09	12/15/09	12/18/09
	3RD BW	12/12/09	12/25/09	12/11/09	12/18/09*	12/22/09	12/31/09
	MONTHLY	12/1/09	12/30/09	12/11/09	12/14/09*	12/16/09	12/31/09

Please Note

All New Monthly Approval due Dates in Blue

*Estimated Timesheets

1st Biweekly Timesheets should include estimated time for 9/4/09, Due by 5pm
 3rd Biweekly Timesheets should include estimated time for 12/18 -12/25/09, Due by Noon



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		BEGIN DATE	END DATE				
JANUARY	1ST BW	12/26/09	1/8/10	12/18/09	1/11/10	1/12/10	1/15/10
	2ND BW	1/9/10	1/22/10	1/15/10	1/25/10	1/26/10	1/29/10
	FACULTY/MONTHLY	1/1/10	1/31/10	1/15/10	1/22/10*	1/26/10	1/29/10
FEBRUARY	1ST BW	1/23/10	2/5/10	1/29/10	2/8/10	2/9/10	2/12/10
	2ND BW	2/6/10	2/19/10	2/12/10	2/22/10	2/23/10	2/26/10
	FACULTY/MONTHLY	2/1/10	2/28/10	2/12/10	2/19/10*	2/23/10	2/26/10
MARCH	1ST BW	2/20/10	3/5/10	2/26/10	3/8/10	3/9/10	3/12/10
	2ND BW	3/6/10	3/19/10	3/12/10	3/22/10	3/23/10	3/26/10
	FACULTY/STAFF	3/1/10	3/31/10	3/12/10	3/23/10*	3/26/10	3/31/10
APRIL	1ST BW	3/20/10	4/2/10	3/26/10	4/5/10	4/6/10	4/9/10
	2ND BW	4/3/10	4/16/10	4/9/10	4/19/10	4/20/10	4/23/10
	FACULTY/MONTHLY	4/1/10	4/30/10	4/16/10	4/23/10*	4/27/10	4/30/10
MAY	FACULTY	5/1/10	5/31/10	4/30/10	5/7/10*	5/11/10	5/14/10
	1ST BW	4/17/10	4/30/10	4/23/10	5/3/10	5/4/10	5/7/10
	2ND BW	5/1/10	5/14/10	5/7/10	5/17/10	5/18/10	5/21/10
	MONTHLY	5/1/10	5/31/10	5/14/10	5/21/10*	5/25/10	5/28/10
JUNE	1ST BW	5/15/10	5/28/10	5/21/10	5/31/10	6/1/10	6/4/10
	2ND BW	5/29/10	6/11/10	6/4/10	6/14/10	6/15/10	6/18/10
	MONTHLY/SUM FAC	6/1/10	6/30/10	6/11/10	6/23/10*	6/25/10	6/30/10