

April 2010

- 1 PAYDAY - Regular Salaried Employees
- 2 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **April 7, 2010**. Timesheets received after this deadline will be paid on **April 22, 2010**.
- 7 PAYDAY - Hourly and Workstudy Employees.
- 19 ELECTRONIC APPOINTMENT DOCUMENTS. All electronic appointment documents, regardless of action taken, which are received by Human Resources by 10:00 a.m. will be paid on **May 3, 2010**.

Electronic appointment documents received by Human Resources after 10:00 a.m. will be paid on **May 7, 2010**.

HUMAN RESOURCES PAPERWORK DEADLINE. **(i.e. I-9, W-4). New employees MUST complete all paperwork by 5:00 p.m. to be paid on **May 3, 2010**.
- 19 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **April 22, 2010**. Timesheets received after this deadline will be paid on **May 7, 2010**.
- 22 PAYDAY - Hourly and Workstudy Employees and salaried employees not paid on previous regular payrolls.

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- 4 TIMESHEET DEADLINE. All timesheets received by PAYROLL by 10:00 a.m. will be paid on **May 7, 2010**. Timesheets received after this deadline will be paid on **May 21, 2010**.