

## August 2010

- 2 PAYDAY - Regular Salaried Employees
- 3 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **August 6, 2010**. Timesheets received after this deadline will be paid on **August 20, 2010**.
- 6 PAYDAY - Hourly and Workstudy Employees.
- 18 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 **September 1, 2010**.  
  
Electronic appointment documents received by Human Resources after 10:00 a.m. will be paid on **September 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 **September 1, 2010**.
- 17 TIMESHEET DEADLINE. Timesheets received by PAYROLL by 10:00 a.m. will be paid on **August 20, 2010**. Timesheets received after this deadline will be paid on **September 7, 2010**.
- 20 PAYDAY - Hourly and Workstudy Employees and salaried employees not paid on previous regular payrolls.

## September 2010

- 1 TIMESHEET DEADLINE. All timesheets received by PAYROLL by 10:00 a.m. will be paid on **September 7, 2010**. Timesheets received after this deadline **NEED TO BE SUBMITTED VIA PAPER DOCUMENT** in order to be paid on **September 22, 2010**.